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1983-84

San Francisco
Adult Probation Department

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ANNUAL REPORT
1983-1984

**ANNUAL REPORT
1983-1984**

**City and County of San Francisco
Adult Probation Department**


HALL OF JUSTICE

880 Bryant Street, Room 200

San Francisco, California 94102

Phone: (415) 553-1704

ARLENE M. SAUSER, CHIEF
ADULT PROBATION OFFICER



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City and County of San Francisco

Adult Probation Department
Hall of Justice



ARLENE M. SAUSER
CHIEF ADULT PROBATION OFFICER

February 1, 1985

The Honorable Frank Shaw
Presiding Judge, Superior Court
City Hall
San Francisco, CA 94102

Dear Judge Shaw:

In accordance with local requirements I am pleased to present the Adult Probation Department's 1983-84 Annual Report. Its purpose is to provide you and other interested parties with an overview of the functions and activities in each of the Department's major programs during this period.

The program managers of the various functions prepared the information submitted in this report. The Overview is my summary of the Department's most significant accomplishments during the year. I believe the Overview and Report reflect the Department's strong commitment to community safety as we set about the task of enforcing court orders and providing or funding community services and referrals for our offender clientele. Caseloads have grown without a corresponding increase in staff to handle this swell, so this has been particularly challenging.

You will note the Department places considerable emphasis on holding the offender accountable not just by returning them to court but by placing high emphasis on collecting victim restitution and fines, thus shifting some of the cost of the system from the taxpayer to the offenders.

The Department could not carry out its many functions without the continuing support of the Judges of the Superior and Municipal Courts, the Mayor and her staff, the members of the Board of Supervisors, other County, State and Federal organizations, private agencies and involved citizens; for this I thank you.

Sincerely,

ARLENE M. SAUSER, Chief
Adult Probation Officer

AMS:po

OVERVIEW 1983-84

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the community by supervising offenders placed on probation, enforcing their Court ordered conditions and returning them to Court when they fail to comply or commit new crimes. It works with the offender, making referrals to appropriate treatment or other resources, encouraging employment, and holding the offender accountable for his actions.

Never before have probation services been so essential as they are today. With the overcrowding of prisons our caseloads are growing and the composition of those caseloads is changing to include more serious offenders. Diminishing mental health resources have impacted on probation in the same way - growth and change in the kinds of offenders. If probation didn't already exist it would have to be created now to meet the needs of our society.

For most offenders incarceration is relatively short term; it is when they are released under the supervision of the probation officer that they begin to pay back their debt to society.

This past year has been one of growth and accomplishment:

- 2968 presentence investigations and reports were completed for the Superior and Municipal Courts, a 1% increase over fiscal year 1982/83.
- At close of this fiscal year 8392 probationers were under Department supervision, compared to 7861 probationers the previous year, for an increase of 6.7%. There was also an increase of 16.3% in the number of court reports prepared in active probation cases.
- 89,074 service hours were completed by clients referred from the Courts to Project 20, for a successful completion rate of 69%, 9% higher than was anticipated from prior years experience.
- 475 clients completed 10,880 hours of public service to the City and County of San Francisco at various service sites.
- Three new monetary collections were added, bringing our number of accounts collected to 20.
- Total collection for the year rose from \$806,941 in 1982/83 to \$980,736 in 1983/84, an increase of 21.5%

• General Fund revenue collections increased 39%, from \$245,944 in 1982/83 to \$342,451 in 1983/84.

• \$474,000 was collected from probationers to reimburse the victims of their probationer's crimes for injuries, lost property, etc., a moderate increase over last years's \$446,252.

• The risk/needs portion of our classification system was finalized and work has begun on the Client Management Classification (CMC) component. The classification system provides for maximum community safety from probationers by relegating resources according to risks the probationer presents and the needs he/she has in accordance with a proscribed approach to client management and supervision.

• A senior citizen volunteer program was started which includes

- 8 hours/week Spanish interpretation and translation of selected probation forms from English to Spanish;

- 8 hours/week Court Officer and related duties; and

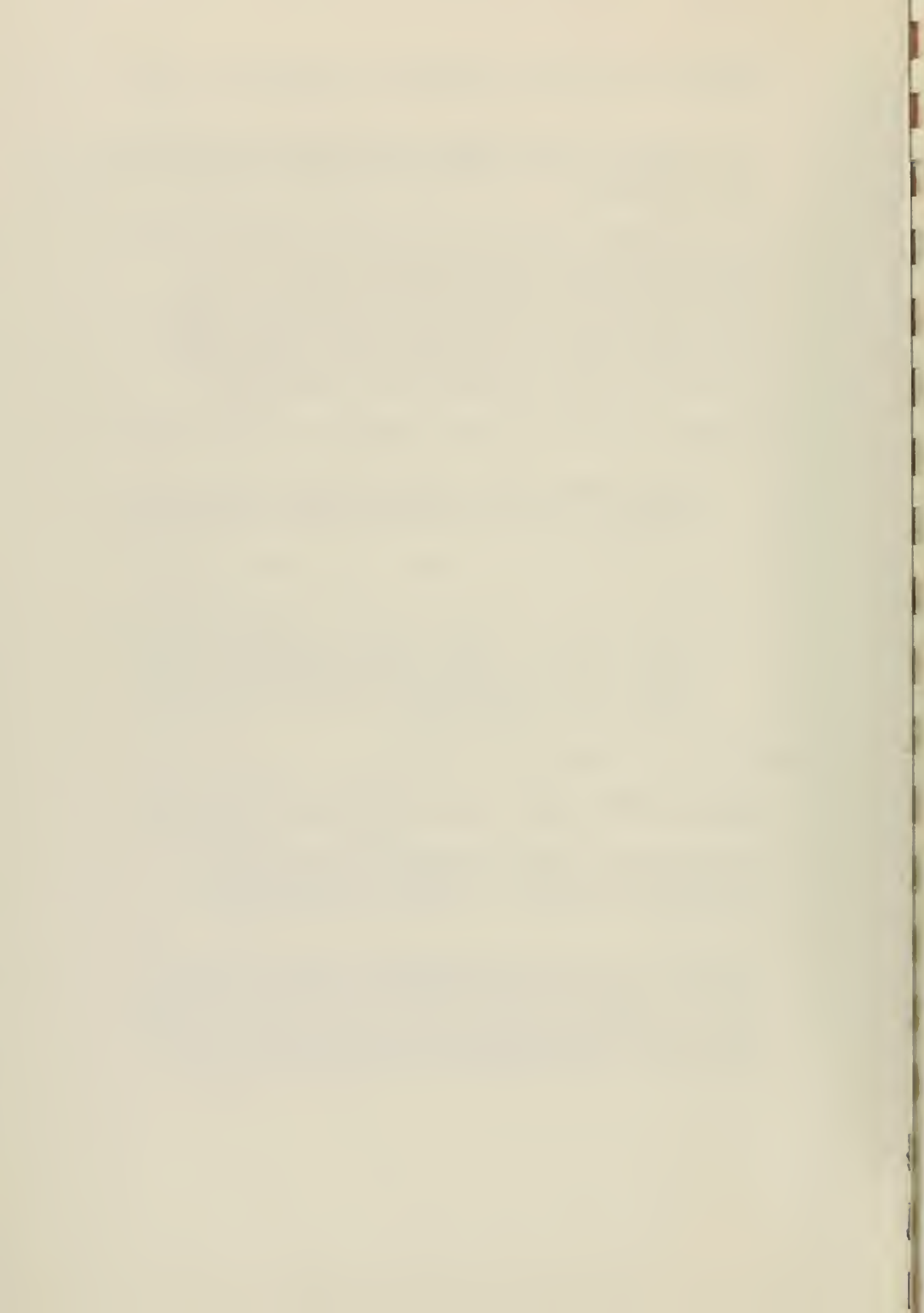
- consultation of general nature in Civil Liability issues, Ad Hoc basis. (From a retired attorney general who has expertise in this area and has taught Civil Liabilities through the National Institute of Corrections.)

Plans for this coming year include:

- Implementing a "Cost of Incarceration" program, as passed by the voters, which will be cost effective;

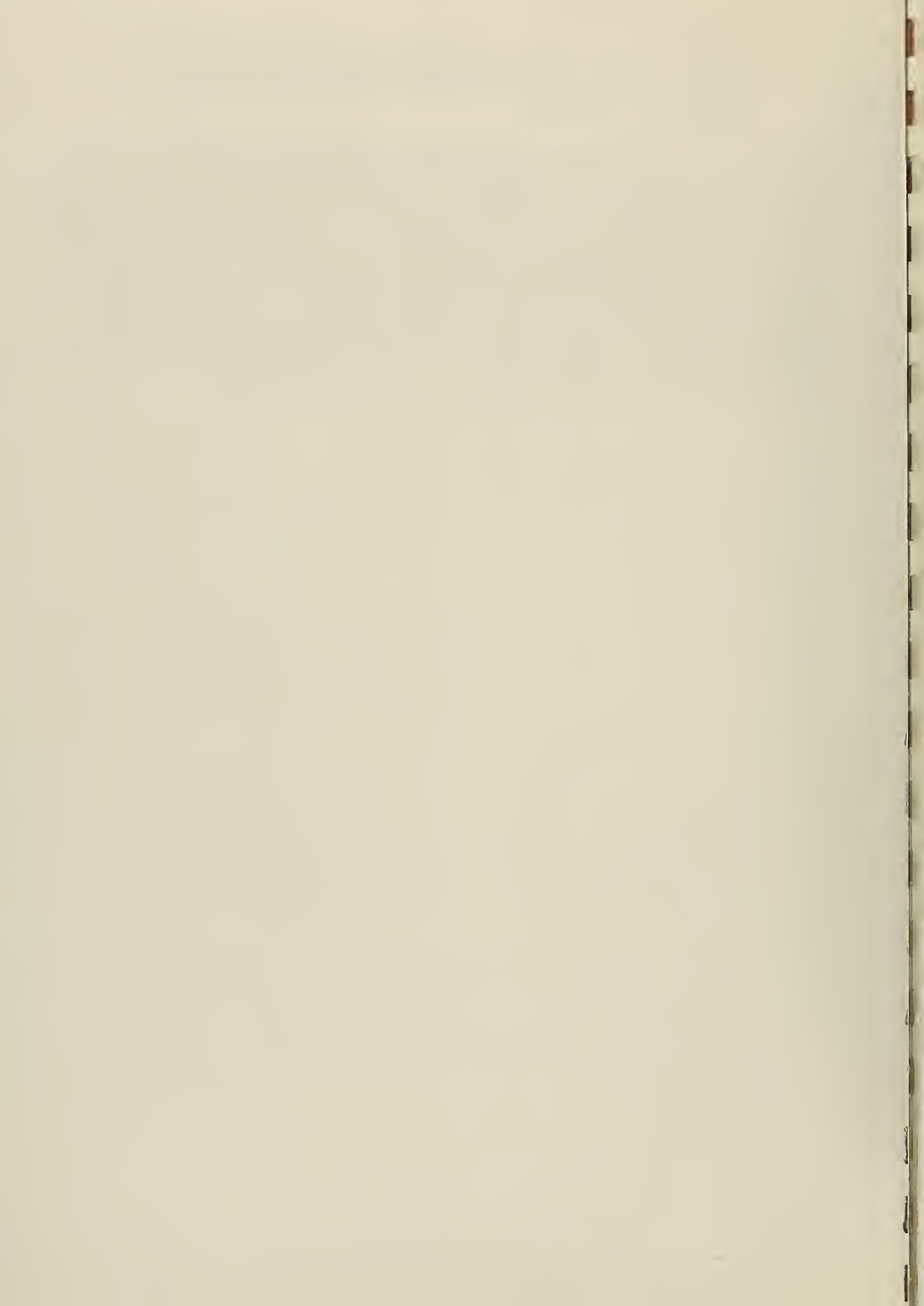
- Automating our financial operation in order to accommodate the "Cost of Incarceration" program; (program will double the number of accounts we now have)

- Developing an improved program for the mentally ill offender (clients with treatment orders as a condition of probation make up 12 to 13% of our workload) through networking with other criminal justice and mental health agencies and by providing special training to the officers who manage these cases;



·Increasing the number of Senior Citizen volunteer hours to equal to one full-time Court officer as well as expanding volunteer interpreting hours to other languages as needed.

General Fund revenues will increase through the adding of the new program and through automated billing and receipts. Percentage increase will depend on when the resources are in place and start up occurs. It is noted that during 1983/84 the General Fund collections from probationers was a little over 9% of the total Department budget. Each year for the past five years there has been a percentage increase (1978/79 General Fund revenue represented about 4% of the annual budget). Among correctional people collecting money from probationers has always been a debated topic. It is a way, however, of holding probationers accountable for the taxpayers. Collections will continue to be an important part of planning with the Department.



AFFIRMATIVE ACTION
POLICY STATEMENT

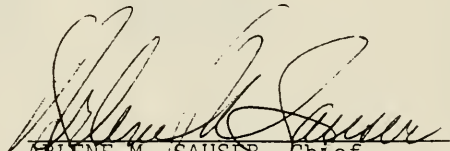
Consistent with policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

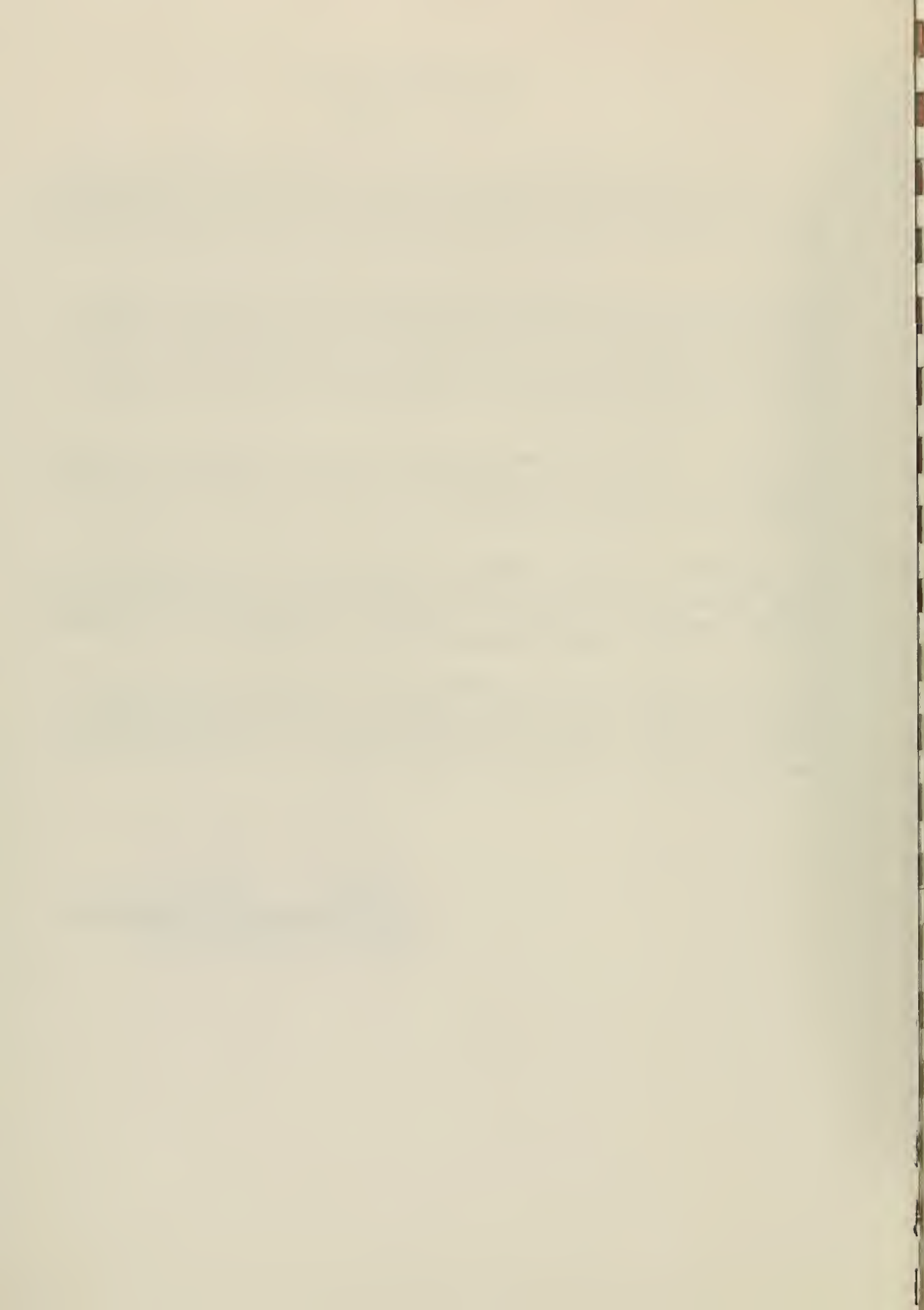
This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation or age.

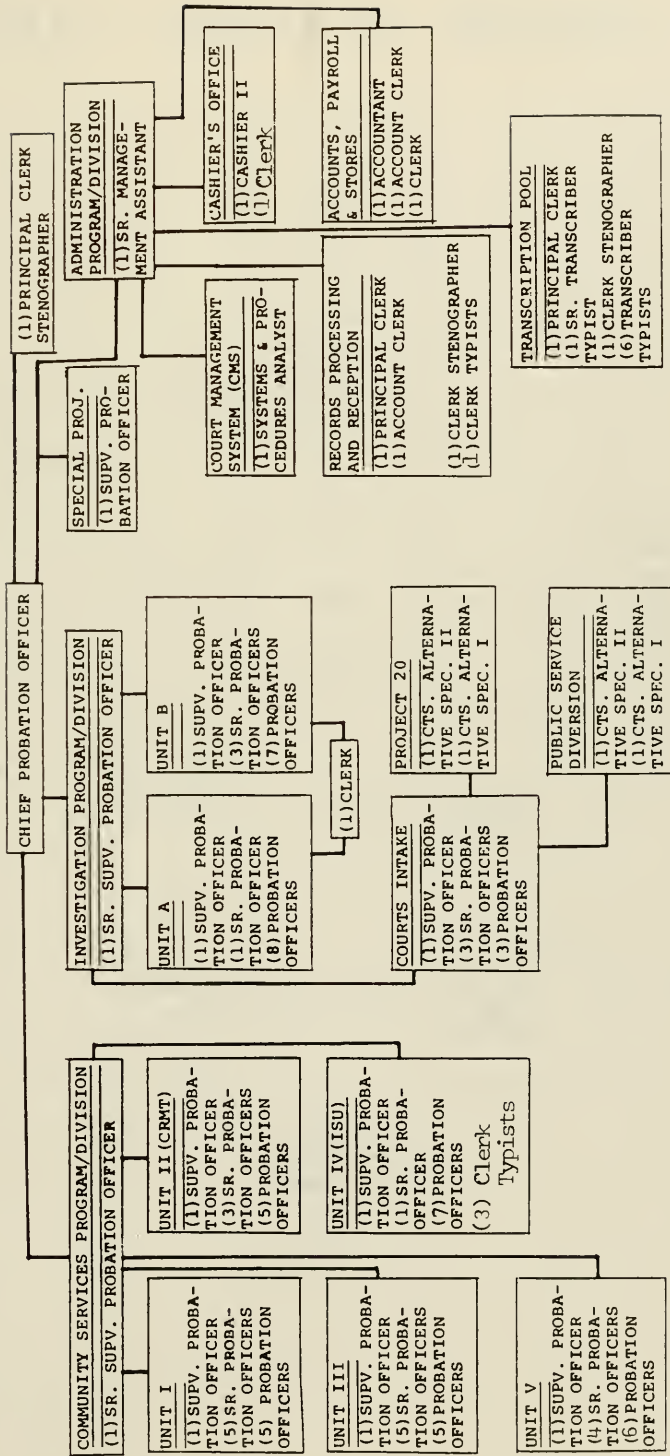
The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. Donna Y. Marion, Senior Management Assistant, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan.


ARLENE M. SAUSER, Chief
Adult Probation Officer



SAN FRANCISCO ADULT PROBATION DEPARTMENT
TABLE OF ORGANIZATION
1983-1984



PERSONNEL (FTE)

General Fund
State (AB 90)

COMMUNITY SERVICES

4.3
1.2
5.5

INVESTIGATIONS

3.3

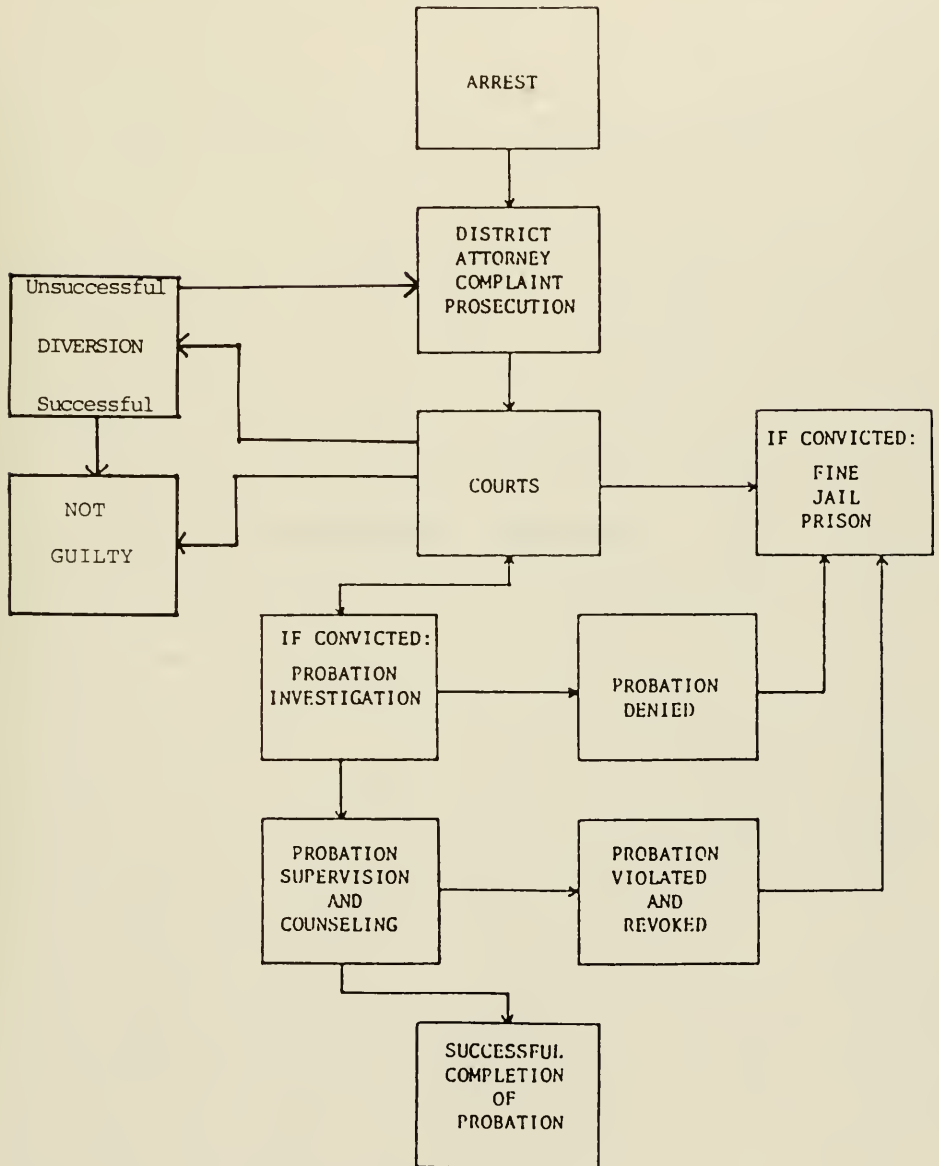
ADMINISTRATION

3.1

DEPARTMENT TOTALS

10.7
1.2
11.9

ADULT PROBATION PROCESS



Investigation Division

INVESTIGATION DIVISION

Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in Presentence Reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division is the Alternative Services Program, which provides certain offenders with the opportunity to perform community service work in lieu of receiving other sanctions.

Program Structure - Probation Services

The Investigation Division has three basic parts, consisting of two Investigation Units and the Court Services/Vehicle Code Unit.

The function of the eighteen officers assigned full time in the two Investigation Units is to investigate defendants and prepare court reports. The officers in these units were ordered by the Municipal and Superior Courts to complete 2,876 Presentence, Prepleas, Supplemental and Diversion Reports in FY 83-84. These reports involved a total of 4,173 offenses.

The major function of the Court Services officers is to represent the Adult Probation Department in the courts. Their duties include arranging for the placement of probation matters on court calendars, processing all referrals from court requiring probation reports or other information, representing the Department as needed in individual probation hearings, providing criminal offender record information to other county, state and federal agencies as requested, preparing certain brief reports pursuant to Section 1203.4 of the Penal Code and processing daily felony arrest list and CII Records of dispositions and commission of other offenses. Another officer in Court Services is permanently stationed at the County Jail facility in San Bruno, where he provides instructions to incarcerated new probationers and is the liason between all incarcerated probationers or those undergoing presentence investigations and their regular officers.

In March, 1984, to equalize the span of control for the Department's line supervisors, three officers supervising persons convicted of driving under the influence of alcohol or drugs were attached to Court Services, which is now known as the Court Services/Vehicle Code Unit. The caseloads of these Vehicle Code officers include all persons enrolled in the Drinking Driver Program (SB 38) as a condition of probation. Their statistics and program objectives are included in the report of the Community Services Division for FY 83-84.

Program Objectives - Probation Services

During the past fiscal year the management by objectives goal of investigation officers was to maintain at no more than 5% the number of reports which failed to reach the court two or more working days before sentencing. This goal was exceeded, with less than 1% of reports being late.

Investigative Services are mandated by California law and court order.

Program Output

	<u>TOTALS</u>
1. Total Presentence Investigations, Superior Court	2,436
2. Total Presentence and Pre-plea Investigations, Municipal Court	163
3. Supplemental Reports (including CRC, Atascadero, 1203.03, 1203C, and bench warrant returns)	132
4. Domestic Violence Diversion Reports	139
5. Mentally Retarded Diversion Reports	6
6. Court Services Officers	
A. Courtesy Investigations/Closed Case Research	109
B. Dismissals/Expungements (1203.4)	66

The breakdown of investigations by charge is on the following pages.

Staff (including Vehicle Code officers)

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officers (8434)	3
Senior Probation Officers (8442)	12
Probation Officers (8440)	14
Clerk Typist (1424)	1
Total	30

FELONIES

Penal Code

187 PC 1° & 2°	26
664/187 PC	10
192 PC	34
203 PC	3
207/209 PC	10
211 PC	259
664/211 PC	32
236 PC	25
243 PC	50
245 PC	304
261.2 PC	29
266 PC	24
273.5 PC	13
286 PC	36
288 PC (All Subsections)	315
451 PC	12
459 PC 1° & 2°	504
664/459 PC 1° & 2°	44
470/475/475A/476 PC	82
484 PC	43
487 PC	214
664/487 PC	22
496/496.1 PC	143
666 PC	31
4573.5/.6 PC	15
12020 PC	22
12021 PC	73
12025b PC	10
Misc PC Violations	196

Vehicle Code

10851 VC	52
23153 VC	53
Misc VC Violations	1

Health & Safety Code

11350/11351 H&S	371
11352 H&S	56
11357/58/59 H&S	120
11360 H&S	118
11377/78/79 H&S	208
Misc H&S Violations	20

Welfare & Institutions Code

11483 W&I	32
Misc W&I Violations	1

Misc Revenue & Taxation Code,
Government Code, Insurance
Code, Corporation Code, Business
& Profession Code

Total Misc Violations	20
-----------------------	----

TOTAL FELONY VIOLATIONS - 3,633
MISC. MISD. OFF. IN SP. CT.- 75
There were 2,436 Presentence
referrals from Superior Court
involving 3,708 offenses.

MISDEMEANORS (Municipal Court Sentencings)

Penal Code

148 PC	10
242 PC	33
243 PC, 245 PC	14
314 PC	8
417 PC	6
459 PC	10
466 PC	3
487 PC, 488 PC	13
496 PC	5
594 PC	5
602 PC	6
12020 PC, 12025 & 12031 PC	8
Misc PC Violations	79

Vehicle Code

10851 VC, 10852 VC	7
20001 VC, 20002 VC	8
23152 VC	35
Misc VC Violations	26

TOTAL MISDEMEANOR VIOLATIONS -

311

There were 163 Presentence &
Pre-plea referrals from Muni-
cipal Court, which involved
311 offenses.

Business & Profession Code; Health &
Safety Code; Welfare & Institutions
Code; California Unemployment Insur-
ance Code

Total Misc Violations 15

DOMESTIC VIOLENCE DIVERSION

Charges Referred

148 PC	3
242 PC	77
245 PC	19
273.5 PC	7
415 PC	4
417 PC	4
594 PC	6
602 PC	4
Misc PC	17

There were 139 referrals from
the Municipal Court for Do-
mestic Violence Diversion
Reports, which involved 141
offenses.

MENTALLY RETARDED DIVERSION

Charges Referred

242 PC	1
314.1 PC	1
417 PC	1
459 PC	1
466 PC	1
487.1 PC	1
647(a) PC	3
647(b) PC	1
647(d) PC	1
647(f) PC	1
10851 VC	1

There were 6 referrals from the Municipal Court for Mentally Retarded Diversion, which involved 13 offenses.

Program Structure - Alternative Services Program

The Alternative Services Program has two components, Public Service and Project 20. In FY 83-84 it was staffed by three Courts Alternative I's and one Courts Alternative II.

Public Service Program

The Department's Public Service Program places selected misdemeanor offenders at worksites solely with the City and County of San Francisco. Commencing operations in February 1982, during its first five months nearly 9000 hours of public service work were ordered performed at its major sites: The Recreation and Parks Department and the Police Department. Since that time, in FY 82-83 seventeen thousand hours work was performed; in FY 83-84 eleven thousand hours.

Routine duties include a range of gardening activities (including general clean-up; weeding and edging parks and walks, staking trees; fertilizing; cleaning and hauling debris; sifting playground sands of glass; mopping gyms and playrooms) and cleaning, waxing and polishing police motor vehicles. Auxiliary sites for the disabled, pregnant, infirm or otherwise debilitated include the public libraries, the Commission on the Status of Women, and the schools.

Developing as an adjunct of an earlier request by the Office of the Mayor for the Department to participate in its Clean City campaign, clients are normally diverted to the program in the pretrial setting and are required to work a mandatory minimum 32 hours. A smaller group of clients are referred upon sentencing.

Yet another group of clients are referred with the additional request that the program investigate and recommend to the bench on the issue of financial restitution. If ordered, the program monitors repayment to victims. Program clients are not charged a fee. In FY 83 84 the program began handling a large number of clients with substantial drug, alcohol and/or mental health problems. These defendants are now routinely referred for evaluation and requisite counseling, and program staff monitor defendants participation through appropriate treatment programs.

The Public Service Program is a continuing response to concerns that offenders substantially, visibly and tangibly compensate the community. It is designed for a high-volume/short duration caseload.

In fiscal year 1983-84, 476 clients were referred to the program (an average monthly referral rate of 40 clients).

Many accepted clients were referred with requests that the program investigate and recommend financial restitution. These recommendations resulted in the collection of \$25,530.00 in FY 1983-84.

Total active caseload size for program staff during normal operations is 133 cases.

In the past, the following parks were worked at among others:

Gilman Park	Ocean View
Youngblood-Coleman Park	McLaren Park
Milton Meyer Recreation Center	Lafayette Park
Dolores Park	Coit Tower
Adam Rogers Park	Louis Sutter Playground
Hilltop Park	Crocker-Amazon Playground
Showview Park	Serra Playground
Hunter's Point Playground	St. Mary's Park & Recreational Center
Esmeralda Park	

Today, in keeping with the interests of the Recreation and Parks Department, two basic work-sites are used: McLaren Park and Crocker-Amazon Playground. These sites are made available three days a week, each and every week, excluding holidays and holiday weekends.

In addition to the above duties, program staff are available to provide out-of-county placements at public work-sites for selected offenders.

These service hours help make San Francisco a safer, happier and healthier place in which to live. The field supervisor from the Park and Recreation Department has been commended for his work with these clients.

Statistical Summary - Public Service Program

Clients Referred	476
PS Hours Performed	10,912
Success Rate on Above Clients	62%
Financial Restitution Collected	\$25,530
Court Reports filed (May & June 1984 only)	125

Project 20

Project 20 is the post conviction community service sentencing option for adults in San Francisco. Through Project 20, those persons who are convicted and referred by judges of the Municipal and Superior Courts can contribute their time, energy and manpower in community service to local taxpayer sponsored and non-profit organizations as alternatives to fines, and, in some cases, jail. It is the task of Project #20 to interview, screen and place those referred into community service assignments and to report the results and effect of the service back to the referring court. The program also identifies potential community service locations and provides orientation to those agencies.

Project 20 provides a way for the defendant to "pay back" the community for what has been "taken" in terms of the offense or to remit in a non-monetary way, for payments owed. Over 100 local taxpayer sponsored and non-profit organizations serve as community service assignment locations. The range of community service covers the spectrum of unskilled through professional activity and involves such agencies and organizations as city parks, libraries, neighborhood houses, day care, recreation and senior centers, life-line services and referral, support and treatment facilities.

Project 20 has received national acclaim for its pioneering work in community service as a sentencing alternative.

Statistical Summary FY 83-84

Referrals from courts:

Traffic Infractions	2061
Traffic Misdemeanors	415
Criminal Misdemeanors	343
Felonys	95
	<hr/>
	2914

Successful completion rate on Project 20 clients: 69%

Hours of Community Service by Assignees: 89.074 (x \$4 = \$356,296)

Court Reports filed (May and June 1984 only): 803

Program Objectives - Alternative Services

During the past fiscal year the management by objectives goal of the Public Service Program was to process 720 referrals for a total of 15,000 hours of service completed and 18,000 collected in financial restitution to victims of crime. This goal was partially met, with 476 referrals processed, 10,880 hours performed and \$25,530.00 in restitution collected. Based on this data, revised targets are being set for FY 84-85.

The management by objectives goal of Project 20 was to maintain a positive completion factor of 60%, with 70,000 service hours completed. This goal was exceeded. The positive completion factor was 69%, and 89,074 service hours were completed.

Community Services Division

COMMUNITY SERVICES DIVISION

Program Description

The Community Services Division enforces court orders and provides supervision to those individuals granted probation by the Superior and Municipal Courts. The level of supervision is established by the National Institute of Corrections Classification System which helps determine the frequency with which the probationer must report or be seen by the Probation Officer. The classification system takes into account community protection as well as the probationer's need for community resources.

This Division is also responsible for the supervision of individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.) and Domestic Violence Diversion (1000.6 P.C.). The Probation Officer is responsible for supervising the divertee's participation and completion of either an educational or treatment program.

Program Structure

The Community Services Division consists of five service units, each of which is assigned a unit supervisor and approximately seven probation officers.

All five units serve individuals granted probation in the Municipal and Superior Courts of San Francisco. Also assigned to the Division is a Custody Officer who provides services to individuals confined in the county jail as a condition of probation.

One of the five units, which serve probationers, is the Community Resources Management Team. This unit is staffed with probation officers who have been trained to identify the primary needs of their clients, and, through a teamwork approach, obtain services from community agencies to meet these needs.

Program Authority

Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer who shall determine the level of supervision." The Department's classification system assists in determining levels of supervision for probationers which in turn determine the method and frequency with which the probationer must report or be seen by the probation officer.

Community Services, commonly known as probation supervision, is mandated by Penal Code Section 1203.10 which reads, in part, as follows:

". . . If any such person shall be released on probation and committed to the care of the probation officer, such officer shall keep a complete and accurate record in suitable books or other form in writing of history of the case in court, and of the name of probation officer, and his act in connection with said case; also the age, sex, nativity, residence, education, habit of temperance, whether married or single, and the conduct, employment and occupation, and parent's occupation, and condition of such person committed to his care during the term of such probation . . ."

Program Objectives

The objectives of the Community Services Division are:

1. To protect the community citizens and property from the commission of new criminal acts by persons granted probation by the courts and to work cooperatively with other agencies toward that end.
2. To ensure compliance with court orders by those persons granted probation and to promptly return to court those probationers who appear to be in violation.
3. To counsel and otherwise assist probationers to utilize employment, training, education and other community resources.
4. To supervise the payments of fines, attorney fee recoupment, and probation costs payable to the General Fund, restitution to victims, and other required financial obligations.

The Department operates under both Program/Performance Budgeting and the Management by Objective Program Formation. The Management by Objective goals for fiscal year 1983-84 were:

1. To increase the collection of General Fund revenues from \$160,000 to \$200,000.
2. To maintain at less than 30% the number of persons who are returned to court for unsuccessful completion of the drinking driver program.
3. To ensure that 70% of all cases received for supervision are classified according to the National Institute of Corrections Classification System.

Program Results

All Management by Objective goals were met and significantly exceeded.

1. General Fund collections were actually \$342,342 or 39% over the previous fiscal year revenue of \$245,887.
2. The percentage of persons returned to court for unsuccessful completion of the drinking driver program was only 7.9% rather than the 30% anticipated.
3. At the end of the fiscal year 88.5% of cases qualified for classification were classified, rather than the 70% goal established. Of those classified the results were as follows:

31.2% Maximum supervision
25% Medium supervision
43.8% Minimum supervision

Program Output

	1983-84	1982-83	Net Change
Caseload (7/1/83)	7,956	6,354	+1602 (25.2%)
Grants of Probation	5,208	6,008	- 800 (13.3%)
Total Caseload	13,164	12,362	+ 802 (6.5%)
Terminations/Expirations	4,772	4,406	+ 366 (8.3%)
Caseload (6/30/84)	8,392	7,956	+ 436 (5.5%)
Average Caseload Size*	216.2	195.5	+20.7 (10.5%)
Special Court Reports	5,979	5,157	+ 822 (15.9%)

The Division caseload increased by 5.5% during fiscal year 1983-84 a 13.5% decrease in grants of probation. Due to the numerous financial obligations imposed as conditions of probation, the situation has resulted in individuals being under supervision for longer periods of time.

During FY 1983-84 the Department received technical assistance from NIC to assess and design the implementation of its classification system. The Department also utilized the Standard Training for Corrections (STC) fund to provide staff training in the Model Probation/Parole Management System (12 hours) and in the implementation of the Model Probation/Parole Management System (12 hours). STC funds were also used to train 1/3 of the Community Services Division in the Client Management Classification aspect of the Classification System.

During fiscal year 1984-85 the remainder of the Community Services Division will complete STC training in the Client Management Classification. Additional technical assistance from NIC has been requested for the workload and management information aspects of the classification system.

*Does not include ISU where caseloads averaged 49 probationers per officer.

Program Staff

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	5
Senior Probation Officer (8442)	17
Probation Officer (8440)	30
Clerk Typist (1424)	3
	<u>56*</u>

Note: The specialized programs which operate within the Community Services Division are described below.

INTENSIVE SERVICES UNIT:

On December 10, 1979 the Intensive Services Unit became operational. The unit presently supervises individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the Courts or through screening by the unit supervisor. Upon assignment the probation officer develops a case assessment plan which includes the nature of the probationer's problem(s), short and long term goals, the need of support services, and financial planning. As needed, but no less frequently than every six months, the probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan.

Progress is closely monitored through unit staffing. A consulting psychologist is available on an hourly, as needed, basis, and is funded through AB 90 monies.

Program Output

	<u>1983-84</u>	<u>1982-83</u>	<u>Net Change</u>
Caseload (July 1)	331	369	
Cases received	277	185	+92 (49.7%)
Cases supervised during year	608	554	+54 (9.7%)
Cases removed/terminated	216	223	- 7 (3.1%)
Caseload (June 30)	392	331	+61 (18.4%)

Program Staffing

The Intensive Services Unit is staffed by a Supervising Probation Officer, a Senior Probation Officer, seven Probation Officers and three Clerk Typists. The Senior and seven Probation Officers are assigned to four teams, consisting of a male and female officer, with specialization in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs.

*Includes the ISU (AB 90 funded) Program & Vehicle Code Unit

DRUG DIVERSION:

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. After diversion is granted by the court there is an on-going relationship between the Drug Diversion Officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of a diversion program the arrest upon which the diversion was based shall be deemed to have never occurred. However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings."

Program Output

	<u>1983-84</u>	<u>1982-83</u>	<u>Net Change</u>
Diversion Caseload (July 1)	294	283	
Diversion Granted	499	514	
Cases under Supervision	793	797	
Diversion Completed/Terminated	445	503	
Diversion Caseload (June 30)	348	294	+54 (18%)

Court Reports Prepared

Drug Diversion (suitability)	841		
Progress Reports	634		
Supplemental Reports	33		
Total Reports	<u>1508</u>	1207	+301 (25%)

Program Staff

There is a Senior Probation Officer and a Probation Officer assigned to the Drug Diversion Program. In times of illness, vacation, or work overload, the Suitability Reports are rotated among the officers with general supervision caseloads.

DOMESTIC VIOLENCE DIVERSION:

The Domestic Violence Diversion Program became operative in January 1980 as a result of 1979 case law (1000.6 P.C.). After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and report to the court as to the person's suitability for diversion. When diversion is granted a probation officer monitors the divertees diversion program, which might include counseling.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstituted if the divertee is not participating satisfactorily or not benefiting from the program.

Program Output

	<u>1983-84</u>	<u>1982-83</u>
Diversion Caseload (July 1)	75	88
Diversion Granted	98	127
Cases under Supervision	173	215
Diversion Completed/Terminated	114	140
Diversion Caseload (June 30)	59	75
Court Reports Prepared		
Domestic Violence Report	139	221
(Investigation Division)		
Progress Reports	172	184
Supplemental Reports	<u>10</u>	<u>14</u>
	<u>321</u>	<u>419</u>

Program Staffing

The Domestic Violence Diversion Program was supervised by an officer who was also responsible for the inter-county transfer of cases pursuant to Penal Code Section 1203.9.

In March of 1984 the responsibility for supervising Domestic Violence Diversion was assigned to an officer who also supervised in excess of 70 Sexual Trauma (Incest) cases and that assignment remained in effect for the remainder of the fiscal year.

DRINKING DRIVER PROGRAM (DDP):

The Drinking Driver Program is responsible for screening the eligibility and motivation of individuals who are placed in the program by the court. Individuals deemed ineligible by law or not desirous of program participation are referred back to court where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise the progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism. Persons who are re-arrested for drunk driving, or other related offenses, or are not in compliance with the program rules are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines or restitution imposed as conditions of probation.

Program Output

	<u>1983-84</u>	<u>1982-83</u>	<u>Net Change</u>
Caseload (July 1)	533	455	+78 (17%)
Grants of Probation	356	334	+22 (6.5%)
Cases under Supervision	889	789	+100 (12.6%)
Probation Completed/Terminated	246	256	-10 (3.9%)
Caseload (June 30)	643	533	+110 (20.6%)
 Court Reports			
Progress Reports	20	12	+8 (67%)
Motions to Modify Prob.	212	197	+15 (7.6%)
Motions to Revoke Prob.	75	52	+23 (44%)
Supplement/Other Reports	8	4	+4 (100%)
Total Reports	<u>315</u>	<u>265</u>	+50 (19%)

Program Staffing

The Drinking Driver Program is supervised by a Senior Probation Officer and a Probation Officer and are attached to one of the general supervision units in the Community Services Division.

GRANTS AND TERMINATIONS

<u>PROBATIONERS ADDED</u>		<u>PROBATIONERS REMOVED</u>	
<u>Superior Court</u>	<u>Muni Court</u>	<u>Superior Court</u>	<u>Muni Court</u>
F/Y			
1982-83	2,296	1,970	2,436
1983-84	2,148	2,032	2,740
Superior Ct. Cases 7/1/82	3,438	Municipal Ct. Cases 7/1/82	2,916
Cases Added	<u>2,296</u>	Cases Added	<u>3,712</u>
Cases Supervised	<u>5,734</u>	Cases Supervised	<u>6,628</u>
Cases Removed	<u>1,970</u>	Cases Removed	<u>2,436</u>
Superior Ct. Cases 6/30/83	<u>3,764</u>	Municipal Ct. Cases 6/30/83	<u>4,192</u>
Superior Ct. Cases 7/1/83	3,784	Municipal Ct. Cases 7/1/83	4,192
Cases Added	<u>2,148</u>	Cases Added	<u>3,060</u>
Cases Supervised	<u>5,912</u>	Cases Supervised	<u>7,252</u>
Cases Removed	<u>2,032</u>	Cases Removed	<u>2,740</u>
Superior Ct. Cases 6/30/84	<u>3,880</u>	Municipal Ct. Cases 6/30/84	<u>4,512</u>

Community Service Division Caseload 6/30/84 - 8,392

Despite a reduction of 800 cases in intake during the 1983-84 fiscal year, the Community Services Division caseload actually increased by 436 cases or 5.5%. The figures involved in the above statistics reflect individuals on probation and not actual grants of probation.

A primary reason for the increase in caseload is that probationers in many instances need the maximum term of supervision to discharge the various types of financial obligations imposed as conditions of probation. General Fund revenue collections totaled \$342,451 for Fiscal Year 1983-84, an increase of \$96,531, or 39.2%, over Fiscal Year 1982-83. A full statement of the year's collections is included at the end of this report.

COMMUNITY SERVICES DIVISION

COURT ACTIVITY

	<u>Superior Court</u>			<u>Municipal Court</u>		
	<u>1981-82</u>	<u>1982-83</u>	<u>1983-84</u>	<u>1981-82</u>	<u>1982-83</u>	<u>1983-84</u>
July	202	136	153	239	278	260
August	215	173	204	294	278	356
September	186	141	144	238	255	323
October	179	133	181	263	268	365
November	167	163	179	250	265	350
December	155	144	156	252	291	291
January	165	158	138	292	278	301
February	148	162	148	250	290	296
March	183	171	218	315	307	363
April	159	143	177	282	271	363
May	189	151	183	258	223	317
June	<u>162</u>	<u>177</u>	<u>173</u>	<u>256</u>	<u>301</u>	<u>340</u>
	2,110	1,852	2,054	3,189	3,305	3,925

During Fiscal Year 1983-84 court reports totaled 5,979, which reflects an increase of 822 reports (16%) over F/Y 1982-83 and 680 reports (13%) over F/Y 1981-82.

These reports include Supplemental Reports, Progress Reports, Motions to Modify, Revoke or Terminate Probation, and Restitution Reports and were prepared solely by the Community Services Division.

Administration Division

ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Management Assistant heading the program to supervise these support services, function as personnel officer, prepare the budget and manage the activities described in the functions listed below.

FUNCTION: ACCOUNTING AND PAYROLL

This unit is responsible for preparing and maintaining expenditures and budgetary control accounts. It also prepares, submits and audits the department payroll.

Service Objectives - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

Staff

Accountant (1650)	1
Account Clerk (1630)	.5
Total	<u>1.5</u>

FUNCTION: CASHIER'S OFFICE

The Cashier's Office is responsible for collection of all assessments against probationers and for proper distribution of the funds so collected. In 1983-84 a total of \$980,736 passed through this office. These funds were processed through 16 different accounts to the City General Fund, the State of California and to victims of crime. A breakdown of this disbursement is provided on page 29.

Service Objectives - To effectively and efficiently collect and disburse all judicially ordered payments.

Staff

Cashier II (4321)	1
Clerk Typist (1424)	1
Account Clerk (1630)	.5
	<u>2.5</u>

FUNCTION: PURCHASING-INVENTORY

Under supervision of Senior Management Assistant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; maintains the messenger service.

Service Objectives - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

Staff

Clerk (1404) 1

FUNCTION: RECORDS-RECEPTION

Under the supervision of a Principal Clerk, this section staffs the reception area and telephone switchboard. They also create, maintain and destroy the case files for the Department. It is planned to automate this section as soon as hardware is obtained.

Service Objectives - To keep accurate, up-to-date records of cases active and inactive. To process and transmit to the Investigation and Community Services Units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To set up and maintain a system for destruction of records that removes from files all records as soon as legally allowable.

Staff

Principal Clerk (1408)	1
Telephone Operator (1706)	1
Clerk Typist (1424)	4
Clerk Stenographer (1444)	1
Transcriber Typist (1430)	1
	8

FUNCTION: ELECTRONIC DATA PROCESSING

This program provides the means to obtain data for pre-sentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this agency is limited to retrieval of information entered by other agencies. Transactions used include: case record printouts for pre-sentence investigations, queries of court history information (including court calendars) criminal history and incident reports from S. F. Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries.

Service Objectives - To provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics; to work toward an input system which will automate the central index, Cashier's Office, and management and statistical reports.

Staff

Systems & Procedures Analyst (1862)	1
Account Clerk (1630)	1
Clerk Typists (1424)	3
	<u>5</u>

FUNCTION: TRANSCRIPTION CENTER

This centralized Department pool types and transcribes work from both the Investigation and Community Services Division of the Department. Transcription work which is processed here included presentence, supplemental and progress reports, letters, memoranda, policy statements, budgets and form. Most of this work is transcribed directly from dictated tapes into final form.

This section produced 3,169 reports during this fiscal year. The volume of this work is dependant on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officer staff and the documents produced by the administrative staff.

Service Objectives - To return completed pre-sentence reports to officers four working days before the court date; to return all other reports to officers 2.5 working days before the court date. It is a long-range objective to be able to meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.

Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typists (1430)	8
	<u>10</u>

STATEMENT OF COLLECTIONS

	<u>1982-83</u>	<u>1983-84</u>
CLEARING ACCOUNT		
Restitution - Direct	\$436,437.82	\$473,976.74
Restitution - D.S.S.	9,814.65	10,924.67
Total	<u>\$446,252.47</u>	<u>\$484,901.41</u>
GENERAL FUND		
Municipal	\$154,318.27	\$209,637.80
Superior	18,753.83	17,952.10
Total	<u>\$173,072.10</u>	<u>\$227,589.90</u>
STATES FINES AND FORFEITURES		
Vehicle Code	\$ 53,394.90	\$ 83,180.39
Peace Officers	13,077.00	9,899.50
Health and Safety	8,123.00	7,846.00
Total	<u>\$ 74,594.90</u>	<u>\$100,925.89</u>
ADMINISTRATIVE FEE, 1203.1 P.C.	\$ 1,338.20	\$ 4,554.94
PROBATION COSTS		
Municipal	\$ 10,077.45	\$ 9,573.63
Superior	50,397.79	70,351.22
Total	<u>\$ 60,475.24</u>	<u>\$ 79,924.85</u>
DIVERSION FEES	\$ 7,562.00	\$ 23,370.00
INSTALLMENT FEES	N/A	\$ 1,273.00
ATTORNEY FEE RECOUPMENT	\$ 3,322.46	\$ 5,449.00
VICTIMS OF VIOLENT CRIME	\$ 3,470.28	\$ 3,540.90
SUSPENSE ACCOUNT	\$ 13,210.00	\$ 3,950.00
CHARGE FOR BAD CHECKS	\$ 150.00	\$ 290.00
INDEMNITY FUND, 1463.18	\$ 9,075.50	\$ 13,264.50
LABORATORY FUND, 1463.14	\$ 7,036.50	\$ 15,016.00
ALCOHOL REHAB. PROGRAM, 1463.16	\$ 7,381.50	\$ 14,220.83
RESTITUTION FUND	N/A	\$ 2,365.00
RESTITUTION FINE	N/A	\$ 100.00
TOTAL COLLECTIONS	\$806,941.15	\$980,736.22

STATEMENT OF EXPENDITURES

Fiscal Year 1983-84

	<u>Budgeted</u>	<u>Expended & Encumbered</u>	<u>Balance to General Fund</u>
Permanent Salaries	\$2,798,866	\$2,709,423	\$ 89,443
Mandatory Fringe Benefits	695,268	681,421	13,847
Other Contractual Services	75,000*	63,203*	11,797
Use of Employess Cars	500	710	-210
Travel	2,000	2,015	- 15
Other Contractual Services	46,000	38,380	7,620
Materials & Supplies	15,333	18,816	-3,483
Membership Dues	380	380	--
Central Shops - Fuel	2,730	1,617	1,113
Central Shops - Repair	3,450	3,450	--
Civil Service	1,072	1,002	70
Police - EDP	84,643	84,643	--
Reproduction	<u>5,350</u>	<u>4,353</u>	<u>997</u>
	\$3,730,592	\$3,609,413	\$ 121,179

*Includes contract with American Arbitration Association to provide
Community Dispute Services

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San Francisco Adult Probation Department

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ANNUAL REPORT

1984-1985

ANNUAL REPORT
1984-1985

City And County Of San Francisco
Adult Probation Department

HALL OF JUSTICE
880 Bryant Street, Room 200
San Francisco, California 94102
Phone: (415) 553-1704

ARLENE M. SAUSER, CHIEF
ADULT PROBATION OFFICER

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ARLENE M. SAUSER
CHIEF ADULT PROBATION OFFICER

January 27, 1986

The Honorable William E. Mullins
Presiding Judge, Superior Court
City Hall
San Francisco, CA 94102

Dear Judge Mullins:

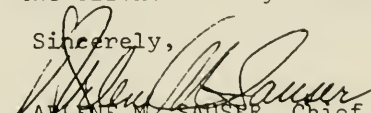
In accordance with City and County Charter Section 3.501, I am pleased to present the Adult Probation Department's 1984-85 Annual Report. It contains an overview of the year's functions and activities in each of our major programs as prepared by the various program managers.

The overview is my account of the Department's more significant accomplishments during the year and is comparable to an Executive Summary of the more detailed report which follows. It reflects continued growth in workload and the valiant efforts of staff to carry out the orders of the Court, meet the Department's objectives, and maximize community safety. As in the past years we have emphasized collections from our probationers, both in victim restitution and general fund revenues such as fines, cost of probation and attorney recoupment. Experience has shown us it is an effective way of holding offenders accountable which also benefits the community.

With the presentation of this report I wish to express my appreciation to the Judges of the Superior and Municipal Courts, the Mayor and her staff, the members of the Board of Supervisors, other City, County, State, Federal and private agencies, and involved citizens for the support and guidance they have given the Department to assist us in carrying out our mission.

Finally, my sincere and warm appreciation goes to my dedicated staff who have responded to the increasing demands of the profession and for their ethical and personal responsibilities to the law, the courts, the community and to the clientele they serve.

Sincerely,


ARLENE M. SAUSER, Chief
Adult Probation Officer

AMS:fs

MISSION STATEMENT

The role and mission of probation services in California is to aid in reducing the incidence and impact of crime in the community.

This basic statement of purpose recognizes:

- That probation services must focus on the issue of crime in the community.
- That probation services are distinct but integral part of the total criminal justice system.
- That probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end the Chief Probation Officers of California strive to:

- Play a leadership role in the development and implementation of correctional programs that provide for public protection and prevention of crime and delinquency.
- Provide services to the court.
- Develop correctional standards throughout the State.

(Adopted in 1985 by the Chief Probation Officers of California)

OVERVIEW 1984-85

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the community by supervising offenders placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with the offender, making referrals to appropriate treatment or other resources, encouraging employment, and holding the offender accountable for his actions.

Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion cases (1000 et al P.C.).

Special programs run by the Department which meet the requirements of the court-ordered conditions are Project 20 and Public Services Diversion. These programs allow the offender or the divertee to work community service hours in lieu of incarceration and/or fine, thus reducing the jail population in suitable cases but at the same time requiring the offender to pay back a debt to society.

During the 1984-85 fiscal year the workload has continued to grow as follows:

- 3,012 presentence investigations and reports were completed for the Superior and Municipal Courts, a 1.5% increase over FY 83-84;
- 8,897 probationers were under Department supervision at the close of FY 83-84, up from 8,392 the previous year, for an increase of 6%;
- 99,257 service hours were completed by clients/probationers, 39,257 hours over the Department's MBO of 60,000, a dollar value to the community of \$332,511 when computed at minimum hourly wage of \$3.35;
- \$1,162,898 was collected in fines, restitution, and other fees, an increase of \$182,162 or 19% over the previous year; and
- \$452,197 of the total collections were General Fund Revenues, and increase over FY 83-84 for this Fund of \$109,746 or 32% which exceeded the Department's MBO by 17%. This revenue now exceeds 10% of the Department's annual budget.

During 1984-85 the Department moved closer to full implementation of its probation classification system. A risks/needs assessment is completed on all regular supervision cases and assists in assigning resources where they will provide greatest community protection. All supervision officers have been trained in the Client Management Classification component and we are preparing to enter into the time study phase.

Also, during the year a feasibility study was completed by the City/County's Information Services Division (ISD) on the need for office automation, particularly in the financial office and in our index. Hopefully, this will lead to full office automation and the Department's ability to implement the Cost of Incarceration program during the 1985-86 fiscal year.

The Senior Citizen Volunteer Program grew from 16 to 40 plus hours a week and then dropped down to 8 in August when one volunteer married and relocated, and another became ill. McKesson Corporation has expressed some interest in this program and their assistance is being explored.

The Department met the requirements of the State Board of Corrections in its Standards and Training for Corrections program for the 4th consecutive year which also represents the number of years the program has been in existence. It is one of the few Departments that has done so.

Adult Probation faces a very challenging year as we have little or no control over the growing workload and as the City is facing diminishing resources. With automation, however, it will be able to meet that challenge in a positive way that will benefit not only the Department but the Courts, other criminal justice agencies, and the City and County of San Francisco.

AFFIRMATIVE ACTION
POLICY STATEMENT

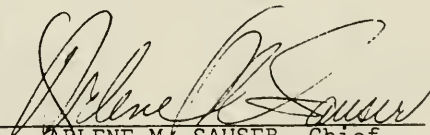
Consistent with policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation or age.

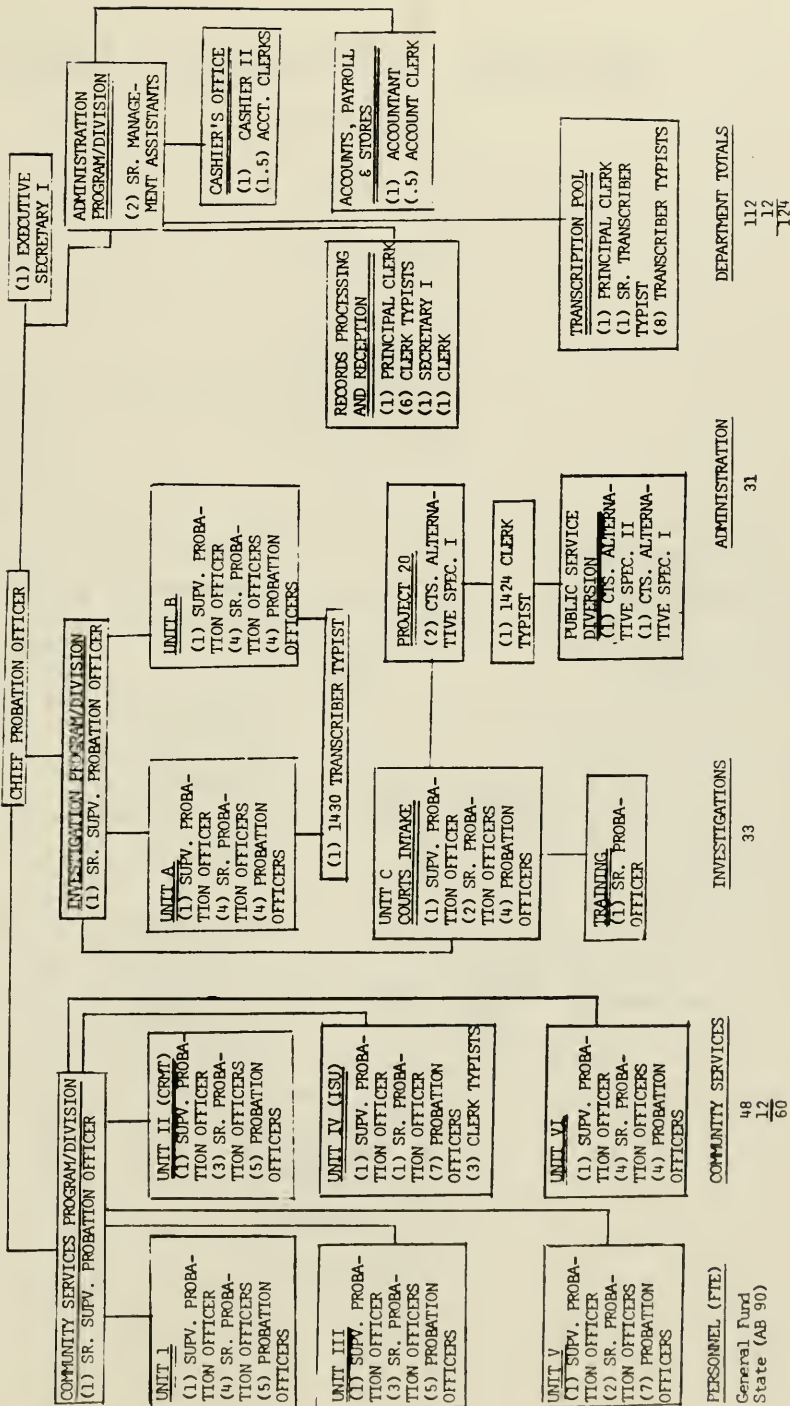
The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. Donna Y. Marion, Senior Management Assistant, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan.



ARLENE M. SAUSER, Chief
Adult Probation Officer

SAN FRANCISCO ADULT PROBATION DEPARTMENT
TABLE OF ORGANIZATION
1985-86



PERSONNEL (FTE)
General Fund
State (AB 90)

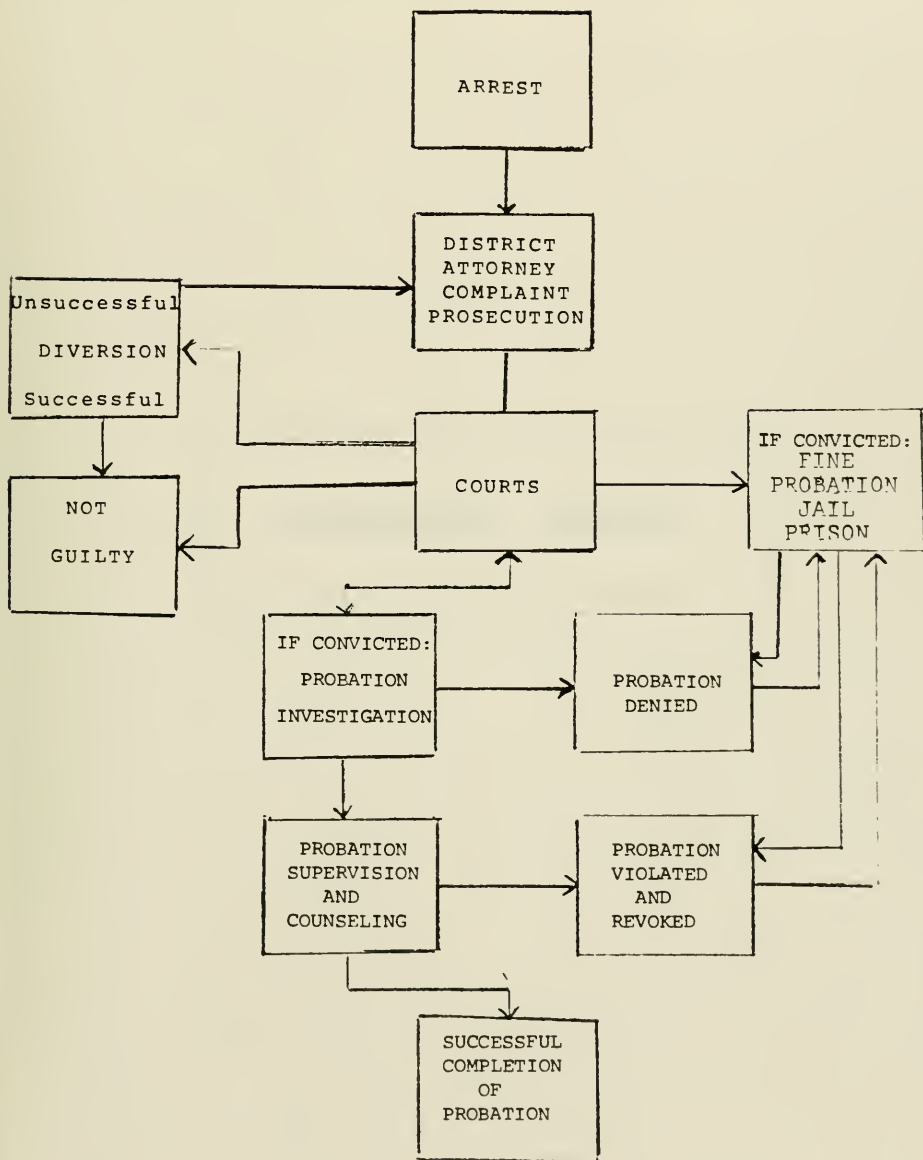
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33

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DEPARTMENT TOTALS
112
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124

ADULT PROBATION PROCESS



Investigation Division

INVESTIGATION DIVISION

Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in Presentence Reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division is the Alternative Services Program, which provides certain offenders with the opportunity to perform community service work in lieu of receiving other sanctions.

Program Structure - Probation Services

The Investigation Division has four basic parts, consisting of three Investigative Units and the Court Services Unit.

The function of the eighteen and one half officers assigned full time in the three Investigative Units is to investigate defendants and prepare court reports. The officers in these units were ordered by the Municipal and Superior Courts to complete 3,175 Presentence, Prepleas, Supplemental and Diversion Reports in FY 1984-85. This reflects a 10.4% increase in division workload. The 3,175 reports involved a total of 4,157 offenses.

The major function of the Court Services is to represent the Adult Probation Department in the courts. Their duties include arranging for the placement of probation matters on court calendars, processing all referrals from court requiring probation reports or other information, representing the Department as needed in individual probation hearings, providing criminal offender record information to other county, state and federal agencies as requested, preparing certain brief reports pursuant to Section 1203.4 of the Penal Code and processing daily felony arrest list and CII Records of dispositions and commission of other offenses. One Court Services officer, in addition to his regular duties, serves as the 1203.9 P.C. coordinator and processes 54 cases involving lateral 8 transfers of jurisdiction to/from courts in other California counties. Another officer in Court Services is permanently stationed at the County Jail facility in San Bruno, where he provides instructions to

incarcerated probationers or those undergoing presentence investigations and their regular officers.

In February, 1985, to equalize the span of control for the Department's supervisors, Unit C was created and consists of three investigation officers, the Court Services Unit and the Custody Officer located at the County Jail facility in San Bruno.

Program Objectives - Probation Services

During the past fiscal year the management by objectives goal of investigation officers was to maintain at no more than 5% the number of reports which failed to reach the court two or more working days before sentencing. This goal was exceeded, with only 1.3% of reports being late.

Investigative Services are mandated by California law and court order, specifically Penal Code Sections 1191, 1203 (b), and 1203.10, plus Rules of the Court 414, 416, 419, 421, and 423.

Program Output

	<u>TOTALS</u>
1. Total Presentence Investigations, Superior Court	2,761
2. Total Presentence and Pre-plea Investigations, Municipal Court	130
3. Supplemental Reports (including CRC, Atascadero, 1203.3, 1203C, and bench warrant returns)	167
4. Domestic Violence Diversion Reports	114
5. Mentally Retarded Diversion Reports	3
6. Court Services Officer	
A. Courtesy Investigations/Closed Case Research	39
B. Dismissals/Expungements (1203.4)	51

The breakdown of investigations by charge is on the following pages.

Staff: (including Alternative Services Officers)

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	3

Probation Officers	12
Court Alternative Specialist (1-8448, 3-8446)	4
Transcriber Typist (1430)	1
Clerk Typist (1424)	<u>1</u>
TOTAL	33

PRESENTENCE INVESTIGATIONS

OFFENSES

Penal Code

148	32	314	5
187 1° & 2°	11	415	3
644/187	20	417	11
192 (all degrees)	18	451	6
664/192	2	459 (all degrees)	638
203	2	664/459	29
207	6	466	21
209	5	470/475/475A/476	64
211	345	484	16
664/211	42	487	224
213.5	28	664/487	6
236	103	488	6
242	34	496	143
243	24	524 & 537	4
243.4	6	594	17
245	250	602	3
261 (all subsections)	30	666	107
266 (all subsections)	14	667.5	7
272	2	4573.6	6
273 (all subsections)	9	12020	13
278 (a) & 278.5	4	12021	53
286 B (2)	6	12022	47
286 C	7	12025	17
288 (all subsections)	59	12031	15
289	7	Misc Penal Code Sect.	127
		Total	2,654

Health & Safety Code

11350	285	11360	203
11351	105	11377	111
11352	110	11378	52
11357	27	11379	71
11359	130	Misc. H & S Sect.	<u>25</u>
		Total	1,119

Vehicle Code

10851	8	23103 & 23104	6
664/10851	68	23152	46
10851	6	23153	20
20001	11	Misc. V.C. Sect.	<u>14</u>
		Total	179

Welfare & Institutions Code

11481	1
11483	34
14107	<u>1</u>
Total	36

Miscellaneous Revenue & Taxation Code, Corporation Code, Business & Professions Code, and Government Code Sections - Total 26

There were 4,014 violations involved in the 2,869 presentence reports ordered by the Municipal and Superior Courts.

DOMESTIC VIOLENCE DIVERSION

148 PC	2	There were 103 referrals from the Municipal Court for Domestic Violence Diversion which involved 143 offenses.
236 PC	2	
240 PC	1	
242 PC	96	
243 PC	3	
245 PC	10	
273a.2 PC	7	
273.5 PC	12	
417 PC	4	
594 (b)2 PC	4	
647f PC	2	

The Alternative Services Program

Program Description:

Created in the late fall of 1983 by combining the staff and operations of two formerly separate and distinct units, the Alternative Services Program comprises two programs: a misdemeanor pretrial diversion component, the Public Service Program, and a post-conviction alternative sentencing vehicle, Project 20.

Presently both program components are served by five staff: a program director (Courts Alternative Specialist II), three line staff (Courts Alternative Specialist I's), and a clerk-typist. All staff are crosstrained to handle any job assignment and the workload is shared.

Frequently visited by educators, correctional professionals and international guests, the program is recognized as a leader in its field, Community Service By Offenders. A quarterly newsletter is prepared for dissemination to the courts, counsel, City and community placement agencies. The program also participates in CLASP, the California League of Alternative Service Programs. STC monies are made available for staff training.

Statistical Summary - Fiscal Year 1984-85

Service Hours Completed	99,257
Financial Restitution Collected	\$16,991
Successful Completion Rate	53%
Clients Referred	3,354
Court Reports Filed	4,412
Current Active Caseload (as of last month of fiscal year)	944

Component Descriptions:

The Public Service Program

The department's Public Service Program places selected misdemeanor offenders at worksites largely with the City and County of San Francisco. Commencing operation in February 1982, during its first five months nearly 9000 hours of public service work were ordered performed at its major work sites: the Recreation and Parks Department and the Police Department. Since that time another 39,000 hours work has been performed.

Clients are routinely evaluated for program suitability. Incident reports and criminal record histories are examined on this issue. In addition to a standard minimum 30 hours work require-

ment, clients may be asked to pay financial restitution to the victims of crime and may be asked to participate in appropriate drug, alcohol and/or mental health counseling.

In recent years a high percentage of clients referred to this program component have required screening and placement in counseling on the above matters. When either counseling or the payment of financial restitution are in order, program staff monitor compliance with these conditions of diversion. The benefit to the defendant of complying with all program requirements is dismissal of the underlying criminal charges, without prejudice to him or her in the future. The program operates within the confines of California Penal Code section 1001 et seq.

Today major work-sites are with the Recreation and Parks Department: Crocker-Amazon Playground and McLaren Park. A smaller group of clients, particularly the elderly, disabled, ill or pregnant, are referred to other agencies for service work as appropriate.

Routine duties at the parks include a range of gardening activities, including general clean-up, weeding, and edging walks, staking trees, fertilizing, cleaning and hauling debris, sifting playground sand of glass, mopping gyms and playrooms.

Park work-sites are made available three days a week, each and every week, excluding holidays and holiday weekends. Supervision is provided by professional Recreation and Parks staff.

In addition to the above duties, program staff are available to provide out-of-county and out-of-state placements at public work-sites for other selected offenders.

Developing as an adjunct of an earlier request by the Office of the Mayor for the Department to participate in its Clean City campaign, the program component continues to serve as a response to concerns that offenders substantially, visibly and tangibly compensate the community. These service hours help make San Francisco a safer, happier and healthier place in which to live.

Project 20

Project 20 is a post-conviction community service sentencing alternative for adult offenders in San Francisco. Begun more than a decade ago, persons may be referred to the program in a number of manners: through the traffic courts as an alternative to the payment of fines (the commutation rate being set by the court) or as a condition of court or departmental probation. In this manner clients contribute their time, energy, and talent in community service to a bank of more than 150 local taxpayer sponsored and non-profit organizations. Program staff interview, screen and place all clients, monitor satisfaction of service hours and report back to court as necessary. Similarly, staff constantly review, develop and maintain the bank of placement agencies necessary to sustain a viable on-going community

service program. The range of service work available in San Francisco is enormous: all sections of the city and all ethnic groups are reached; typical agencies include senior centers, hospices, libraries, neighborhood houses, life-line services, referral, support and treatment facilities, parks and fairs. The range of work available embraces the spectrum of unskilled to professional service.

The program also serves selected federal probationers and San Francisco residents referred from other counties. In the past Project 20 has received national acclaim for its pioneering work in community service as a sentencing alternative

The roster of typical agencies includes the following: the AIDS Foundation, Catholic Social Services, Community Thrift Store, the Bayview Hunters Point Senior Center, Victoria Theatre, the Exploratorium, the Haight/Ashbury Food Program, the SF General Medical Library, the Kevin Collins Foundation, Meals on Wheels, Native American Senior Center, Ozanam, Potrero Hill Neighborhood House, Pleasure Endeavors, Recreation Center for the Handicapped, S. F. Home/Health Services, Swords to Ploughshares, Youth for Service, S.S. Park Police, the Womens' Building, Refugees Women's Program, the Community United Against Violence.

Program Objectives

In fiscal year 1984-85 Management by Objective Goals were exceeded in two instances. Program goals for Service Hours Completed (Goal: 60,000 hours) by 60%, 99,257 hours work performed; Financial Restitution Collected (Goal: \$12,000) by 70%, \$16,991.

In the third and final category, Successful Completion Rate, the goal of 65% was not met. Only 53% of clients referred are known to have successfully completed the program, although major computation errors were made early in the fiscal year which would tend to suggest that actual successful completion rates were considerably higher. This issue is slated for careful review during the current fiscal year.

TRAINING PROGRAM

Training for the San Francisco Adult Probation Department is mandated through the Standard Training for Corrections, a State funded program. Funds are monitored by the Mayor's Criminal Justice Council.

During the probation officer's initial year of employment that individual is required to complete a 200 hour certified basic course. Thereafter, the officer is required to complete 40 hours of certified training annually.

New supervisors are required to complete an 80-hour basic course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as Training Coordinator and is responsible for insuring compliance with the STC training requirements. During fiscal year 1984-85, the State allocated \$54,195 to APBD for training, with \$49,984 actually being expended. Of the 93 persons in APD eligible for training, all completed their training requirements. A total of 4,405 training hours were completed.

Fiscal year 1984-85 was the fourth consecutive year the Adult Probation Department successfully completed the STC training requirements.

Community Services Division

COMMUNITY SERVICE DIVISION

Program Description

The Community Services Division enforces court orders and provides supervision to those individuals granted probation by the Superior and Municipal Courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report or be seen by the probation officer. The classification system takes into account community protection as well as the probationer's need for services.

This Division is also responsible for the supervision of the individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.) and Domestic Violence Diversion (1000.6 P.C.). Probation officers are responsible for supervising divertee's participation and completion of either an educational or treatment program.

Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer who shall determine the level of supervision."

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

Program Structure

The Community Services Division consists of six service units, each of which is assigned a unit supervisor and approximately eight probation officers. All six units supervise individuals granted probation in the Municipal and Superior Courts of San Francisco. (Community Services was enlarged from five to six units in February, 1985 by the addition of one supervisor to the Division and the re-assignment of eight officers with Community Services duties from existing units to a new unit.)

Four of the Divisions units consist primarily of officers with general supervision caseloads, meaning caseloads containing a random mixture of felony and misdemeanor offenders. The average general supervision caseload stood at 187 probationers at the end of fiscal year 1984-85.

A fifth supervision unit, with caseloads comparable in size to those of the general supervision units, is structured as a Community Resources Management Team (CRMT). The eight officers in CRMT have caseload specializations such as mental health, substance abuse, and collections, and they use a teamwork approach for case management and the referral of probationers to community resources.

A sixth unit, known as Intensive Services, operates under a state subsidy (AB 90) and provides close supervision of certain high risk offenders in caseloads of 50 probationers or less. Its program is described in detail later in this report.

Attached to the general supervision units are two officers with administrative caseloads. Those caseloads averaged 417 cases each at the end of the fiscal year, and consisted of welfare fraud offenders and a variety of other probationers deemed appropriate for a lower level of supervision by the Department's classification system and related criteria.

Also attached to the general supervision units are four other special programs, the Drinking Driver Program (DDP), Drug Diversion, Domestic Violence Diversion, and the Child Sexual Abuse caseload. These are described later in the report.

Program Staff (including State funded Intensive Services Unit).

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officers (8434)	6
Senior Probation Officers (8442)	17
Probation Officers (8440)	32
Clerk Typists (1424)	<u>3</u>
	59

Program Objectives

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation and to work cooperatively with other agencies toward that end;
2. To ensure compliance with court orders by those persons granted probation and to return to court those probationers who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment employment, training, education and other community resources; and

4. To supervise the payments by probationers of fines, attorney fee recoupment, and probation costs payable to the General Fund, restitution to victims, and other financial obligations.

The Department operates under Program/Performance Budgeting and Management by Objectives Program Formation. The Management by Objective goals for fiscal year 1984-85 were:

1. To maintain a yearly increase of 15% in General Fund revenue collection;
2. To maintain a recidivism rate of less than 30% for persons in the Drinking Driver Program;
3. To ensure that 70% of all new cases received for supervision were classified according to National Institute of Corrections Classification System.

Program Results

All Management by Objectives Goals were met and significantly exceeded.

1. General Fund collections totalled \$452,387, 32% more than the \$342,451 collected in the previous fiscal year.
2. The recidivism rate in the Drinking Driver Program was 2.8%.
3. During the fiscal year 79.9% of all new cases which qualified for classification were in fact classified.

Program Output

	<u>1984-85</u>	<u>1983-84</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	8,392	7,596	+5.5%
Cases added	5,544	5,208	+6.5%
Total cases under supervision	13,936	13,164	+5.8%
Terminations/Expirations	5,039	4,772	+5.6%
Caseload - end of fiscal year	8,897	8,392	+6.0%
Average general supervision caseload*	187	216	-13.0%
Court reports	7,125	5,979	+19.0%

*excluding special programs, administrative caseloads and the Intensive Services Unit.

In reviewing program output it is important to note that while the Division's intake increased by 6.5% and its caseload by 6% during the fiscal year, the size of the average general supervision caseload was reduced by 13%. This result was achieved by the expanded use of

administrative caseloads for certain cases requiring a lower level of supervision. Reduction of general supervision caseloads is critical to effective utilization of the Department's classification system and to good case management in general.

It is also worthy of note that Community Services' probation officers succeeded in meeting and exceeding the Division's Management by Objectives goals in spite of increased case intake and in particular in spite of a large increase in court reports. Largely as a result of a policy instituted by the District Attorney's Office at the end of 1984 (a policy which involves dismissing certain new cases against probationers and moving to revoke probation immediately after the dismissal), the number of supplemental reports ordered by the courts increased by 54% during the last half of fiscal year 1984-85. Supplemental reports are the longest and most detailed reports which Community Services officers prepare.

At the end of the Community Services section of this report the reader will find tables detailing the Division's intake, terminations and court report activity during the fiscal year.

Training

During the fiscal year all officers in the Division completed the hours of training mandated by the Standards and Training for Corrections law. Those officers who had not previously been trained in the Client Management Classification component of the classification system received that training during the year.

Special Programs

1) INTENSIVE SERVICES UNIT

Program Description

On December 10, 1978 the Intensive Services Unit became operational through a state funded subvention program enacted by the legislature (AB 90). The unit presently supervises, in caseloads of 50 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem;
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. Upon assignment the probation officer develops a case assessment plan which includes the nature of the probationer's problem(s), short and long term goals, the need of support services, and financial planning. As needed, but no less frequently than every six months, the probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan.

Progress is closely monitored through unit staffing. A consulting psychologist is available on an hourly, as needed basis, and is funded through AB 90 monies.

Program Staff

The Intensive Services Unit is staffed by a supervising probation officer, a senior probation officer, seven probation officers and three clerk typists. The senior and seven probation officers are assigned to four teams, with specialization in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs.

<u>Program Output</u>	<u>1984-85</u>	<u>1983-84</u>	<u>Net Change</u>
Caseload-beginning of fiscal year	392	331	+18%
Cases added	141	277	-49%
Total cases under supervision	533	608	-12%
Terminations/Expirations	201	216	+ 7%
Caseload-end of fiscal year	332	392	-15%

The unit's caseload was 15% lower at the end of the fiscal year because one officer in the unit had resigned in February, 1985 and had not yet been replaced. The remaining officers in the unit each took responsibility for a part of the uncovered caseload. This limited the number of new cases which the unit could accept because, to maintain a high level of supervision, individual officers in the unit are assigned a maximum of 50 probationers.

2) DRUG DIVERSION

Program Description

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is

granted by the court there is on-going contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred. However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings."

Program Staff

A senior probation officer and a probation officer are assigned to the Drug Diversion Program. In times of illness, vacation or work overload, the suitability reports are rotated among officers with general supervision caseloads.

Program Output

	<u>1984-85</u>	<u>1983-84</u>	<u>Net Change</u>
Diversion caseload-beginning of Fiscal year	348	294	+18%
Diversion granted	722	499	+44%
Total cases under supervision	1070	793	+35%
Diversion completed/terminated	613	445	+37%
Diversion caseload-end of fiscal year	457	348	+31%
Court reports prepared			
Suitability reports	1063	841	
Progress reports	911	634	
Supplemental reports	95	33	
Total	<u>2069</u>	<u>1508</u>	+37%

3) DOMESTIC VIOLENCE DIVERSION

Program Description

The Domestic Violence Diversion Program became operative in January 1980 as a result of 1979 law (1000.6 P.C.). It provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the divertees diversion program, which may include counseling.

This close coordination with treatment providers in monitoring the progress of child sexual abuse offenders proved so useful that in March, 1984 a caseload devoted solely to child sexual abuse offenders was formed and assigned to a general supervision unit.

The officer assigned to this caseload supervises persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

Program Staff

One probation officer handles this assignment. For one third of the fiscal year, this officer was also responsible for the Domestic Violence Diversion caseload.

Program Output

Caseload-beginning of fiscal year 84-85	75
Cases added	46
Total cases under supervision	121
Terminations/expirations	21
Caseload-end of fiscal year 84-85	100

5) DRINKING DRIVER PROGRAM (DDP)

Program Description

The Drinking Driver Program is responsible for screening the eligibility and motivation of individuals who are placed in the program by the court. Those eligible are persons convicted more than once of driving under the influence of alcohol, provided that they have not participated in DDP during the past four years. Individuals deemed ineligible by law or not desirous of program participation are referred back to court where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise the progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism. Persons who are re-arrested for drunk driving, or other related offenses, or are not in compliance with the program rules are returned to court for modification or revocation of probation.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstituted if the divertee is not participating satisfactorily or not benefiting from the program.

Program Staff

Three probation officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One probation officer in Community Services supervises those persons placed on diversion.

Program Output

	<u>1984-85</u>	<u>1983-84</u>	<u>Net Change</u>
Diversion case-beginning of			
Fiscal year	59	75	-21%
Diversion granted	82	98	-16%
Total cases under supervision	141	173	-18%
Diversion completed/terminated	111	114	-2.6%
Diversion caseload-end of fiscal year	30	59	-49%
Court reports prepared			
Suitability reports (Inv. Div.)	114	139	
Progress reports	169	172	
Supplemental reports	<u>11</u>	<u>10</u>	
Total	294	321	-8.4%

The number of persons on diversion declined during the year because of an 18% drop in referrals from the courts, coupled with normal attrition of the existing caseload. For one third of the fiscal year the probation officer position assigned to Domestic Violence Diversion was vacant, and responsibility for managing the divertees was given to a probation officer who also supervised a caseload of child sexual abuse offenders.

When the vacant position is filled, plans call for one officer to supervise both Domestic Violence Diversion and a caseload which will be formed from persons convicted and placed on probation for domestic violence.

4) CHILD SEXUAL ABUSE CASELOAD

Program Description

Beginning in approximately 1981, a probation officer in the CRMT unit with a caseload of mental health offenders began working closely with treatment agencies and therapists in the community regarding probationers in the caseload who had been convicted of child sexual abuse.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

Program Staff

The Drinking Driver Program is supervised by a senior probation officer and a probation officer, and is attached to one of the general supervision units in the Community Services Division.

Program Output

	<u>1984-85</u>	<u>1983-84</u>	<u>Net Change</u>
DDP caseload-beginning of			
Fiscal year	643	533	+20.6%
Cases added	404	356	+13.4%
Total cases under supervision	1047	889	+17.7%
Expirations/terminations	250	246	+ 1.6%
DDP caseload-end of fiscal year	797	643	+24.0%
Court reports			
Progress reports	32	20	
Motions to modify probation	184	212	
Motions to revoke probation	56	75	
Supplemental reports	<u>11</u>	<u>8</u>	
Total	283	315	-10%

GRANTS AND TERMINATIONS BY COURT

<u>Superior Court</u>		<u>Municipal Court</u>	
Sup. Ct. cases 7/1/83	3,784	Muni Ct. cases 7/1/83	4,192
Cases added	2,148	Cases added	3,060
Total cases under supv.	5,912	Total cases under supv.	7,252
Cases removed	2,032	Cases removed	2,740
Sup. Ct. cases 6/30/84	3,880	Muni Ct. cases 6/30/84	4,512
Sup. Ct. cases 7/1/84	3,880	Muni Ct. cases 7/1/84	4,512
Cases added	2,085	Cases added	3,456
Total cases under supv.	5,965	Total cases under supv.	7,968
Cases removed	2,040	Cases removed	2,996
Sup. Ct. cases 6/30/85	3,925	Muni Ct. cases 6/30/85	4,972

COURT REPORT ACTIVITY BY COURT

<u>Superior Court</u>		<u>Municipal Court</u>	
<u>1984-85</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1983-84</u>
July	151	397	260
August	185	371	356
September	162	306	323
October	170	422	365
November	173	408	350
December	178	357	291
January	231	397	301
February	197	315	296
March	252	507	363
April	274	414	363
May	213	450	317
July	<u>246</u>	<u>349</u>	<u>340</u>
2,432	2,054	4,693	3,925

Superior Court reports increased by 18% over the previous fiscal year, and Municipal Court reports by 19.5%

Administration Division

ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Management Assistant to perform the duties of Personnel Budget Officer and supervise the activities described in the functions listed below.

Function: Personnel and Budget

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers.

Prepares annual budget and supplemental budgetary requests. Reviews FIRM/FAMIS fiscal reports for adherence to targeted expenditure and revenue goals.

Service Objectives - To administer the staffing and fiscal resources of the Department.

Staff

Senior Management Assistant (1844) 2

Function: Accounting and Payroll

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.

Service Objectives - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

Staff

Accountant (1650)	1
Account Clerk (1630)	.5
Total	<u>1.5</u>

Function: Cashier's Office

The Cashier's Office is responsible for collection of all assessments against probationers and for proper distribution of the funds so collected. In 1984-85, a total of \$1,162,897.57 passed through this office. These funds were processed through 22 different accounts to the City General Fund, the State of California and to victims of crime. A breakdown of this disbursement is provided on page 30.

Service Objectives - To effectively and efficiently collect and disburse all judicially ordered payments.

Staff

Cashier II (4321)	1
Account Clerk (1630)	<u>1.5</u>
Total	2.5

Function: Purchasing-Inventory

Under supervision of the Senior Management Assistant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Service Objectives - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

Staff

Clerk (1404)	1
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Function: Records-Reception

Under the supervision of a Principal Clerk, this section staffs the reception area and telephone switchboard. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. It is planned to automate this section as soon as hardware is obtained.

Service Objectives - To keep accurate, up-to-date records of cases active and inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records that removes from files all records as soon as legally allowable.

Staff

Principal Clerk (1408)	1
Telephone Operator (1706)	1
Clerk Typist (1424)	4
Clerk Stenographer (1444)	1
Transcriber Typist (1430)	<u>1</u>
	8

Function: Electronic Data Processing

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is limited to retrieval of information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries.

Service Objectives - To provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics; to work toward an input system which will automate the central index, Cashier's Office, and management and statistical reports.

Staff

Clerk Typist (1424)	Total	3
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Function: Transcription Center

This centralized Department pool types and transcribes work from both the Investigation and Community Services Division of the Department. Transcription work which is processed here included presentence, supplemental and progress reports, letter, memoranda, policy statements, budgets and forms. Most of this work is transcribed directly from dictated tapes into final form.

This section produced 6,796 documents during this fiscal year. The volume of this work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officer, staff and the documents produced by the administrative staff.

Service Objectives - To return completed presentence reports to officers four working days before the court date and to return all other reports to officers 2.5 working days before the court date. It is a long-range objective to be able to meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.

Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typist (1430)	8
	10

MONTHLY STATISTICS
FISCAL YEAR 1984-85
JUNE 1985

	<u>MONTH'S TOTAL</u>	<u>1984-85 TO DATE</u>	<u>1983-84 TO DATE</u>
Clearing Account			
Restitution - Direct	\$ 39,160.34	\$ 468,737.62	\$473,976.74
Restitution - D.S.S.	560.54	8,586.10	10,924.67
Total	<u>\$ 39,720.88</u>	<u>\$ 477,323.72</u>	<u>\$484,901.41</u>
General Fund			
Municipal	\$ 25,650.82	\$ 279,506.88	\$209,637.80
Superior	3,105.50	35,434.40	17,952.10
Total	<u>\$ 28,756.32</u>	<u>\$ 314,941.28</u>	<u>\$227,589.90</u>
State Fines and Forfeitures			
Vehicle Code	\$ 9,543.70	\$ 105,868.50	\$ 83,180.39
Peace Officers	527.00	9,875.60	9,899.50
Health and Safety	800.00	3,525.00	7,846.00
Total	<u>\$ 10,870.70</u>	<u>\$ 119,269.10</u>	<u>\$100,925.89</u>
Administrative Fee, 1203.1P.C.	\$ 616.08	\$ 5,789.55	\$ 4,554.94
Probation Costs			
Municipal	377.00	4,778.50	9,573.63
Superior	8,222.30	90,761.78	70,351.22
Total	<u>\$ 8,599.30</u>	<u>\$ 95,540.28</u>	<u>\$ 79,924.85</u>
Diversions Fees	\$ 2,265.00	\$ 26,091.00	\$ 23,370.00
Installment Fees	\$ 781.00	\$ 5,243.00	\$ 1,273.00
Attorney Fee Recoupment	\$ 290.00	\$ 4,591.50	\$ 5,449.00
Victims of Violent Crimes	\$ 365.20	\$ 4,820.10	\$ 3,540.90
Suspense Account	\$ 0	\$ 17,718.64	\$ 3,950.00
Charge for Bad Checks	\$ 0	\$ 190.00	\$ 290.00
Indemnity Fund, 1463.18	\$ 1,690.00	\$ 18,721.50	\$ 13,264.50
Laboratory Fund, 1463.14	\$ 2,341.65	\$ 26,947.30	\$ 15,016.00
Alcohol Rehab. Prog. 1463.16	\$ 2,273.50	\$ 25,804.67	\$ 14,220.83
Restitution Fund	\$ 720.00	\$ 9,868.60	\$ 2,365.00
Restitution Fine	\$ 1,013.00	\$ 8,817.33	\$ 100.00
Crime Lab Fund	<u>\$ 80.00</u>	<u>\$ 1,220.00</u>	<u>\$ NA</u>
Total Collections	<u>\$100,382.63</u>	<u>\$1,162,897.57</u>	<u>\$980,736.22</u>

STATEMENT OF EXPENDITURES
FISCAL YEAR 1984-85

	<u>BUDGETED</u>	<u>EXPENDED & ENCUMBERED</u>	<u>BALANCE TO GENERAL FUND</u>
Permanent Salaries	\$3,009,831	\$2,711,470	\$298,361
Mandatory Fringe Benefits	868,068	790,670	77,393
Other Contractual Services	74,300*	27,471	46,829
Use of Employee Cars	700	802	102-
Travel	2,700	1,927	73
Other Services	46,077	35,647	10,430
Materials & Supplies	19,000	18,655	345
Membership Dues	400	399	10
Central Shops - Fuel	2,625	2,624	1
Central Shops - Repair	3,300	3,299	1
Civil Service	976	975	1
Police - EDP	84,643	84,642	1
Reproduction	<u>6,300</u>	<u>5,600</u>	<u>700</u>
	\$4,118,220	\$3,684,186	\$434,034

*Includes contract with American Arbitration Association to provide Community Dispute Services.

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San Francisco
Adult Probation Department

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City And County Of San Francisco Adult Probation Department

HALL OF JUSTICE

880 Bryant Street, Room 200

San Francisco, California 94102

Phone: (415) 553-1704

ARLENE M. SAUSER, CHIEF
ADULT PROBATION OFFICER

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**ARLENE M. SAUSER**

CHIEF ADULT PROBATION OFFICER

October 24, 1986

The Honorable Victor M. Campilongo
Presiding Judge, Superior Court
City Hall, Room 466
San Francisco, CA 94102

Dear Judge Campilongo:

Once again I am pleased to present the Adult Probation Department's Annual Report, fiscal year 1985/86, in accordance with City and County Charter Section 3.501.

The report reflects the Department's ever increasing workload in each of its three major programs and in all functions. A description of the various functions and a breakdown of the workloads have been prepared by the various program managers. The growth rates shown are in comparison to last year's statistics, however, the number of presentence reports, diversion investigations, and grants of probation have been increasing at a rapid rate beginning with fiscal year 1982/83. The most dramatic growth has been in municipal court cases, particularly in drunk driving and drug diversion.

Due to budget constraints in all areas of government, staff and resources have not kept pace with the increasing growth. My managers and I are looking at and implementing new ways of doing things so that services to the courts, to victims of crimes, to the community and to our probation clients are not sacrificed. We are also seeking alternative funding through state and federal grants to run special kinds of probation programs.

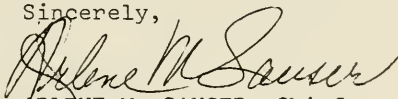
For a quick synopsis of the Department's activities during the year I have provided an "Overview". Also included is Probation's "Mission Statement" which was adopted by the Chief Probation Officers of California.

As I present this report I wish to express my appreciation and thanks to all the Superior Court Judges, particularly you and the Criminal judges for the assistance and support given me and my Department during this past year. I also thank the judges of the Municipal Court, the Mayor and her staff, the members of the Board of Supervisors, other City, County, State, Federal officials, private agencies and involved citizens for the support and guidance they have given the Department to assist in carrying out the probation mission.

probation mission.

In conclusion, my sincere and warm appreciation goes to my dedicated staff who, through their dedication, commitment, and hard work have continued to provide good probation services to the City and County of San Francisco.

Sincerely,

A handwritten signature in dark ink, appearing to read "Arlene M. Sauser". The signature is fluid and cursive, with the first name "Arlene" being more prominent than the last name "Sauser".

ARLENE M. SAUSER, Chief
Adult Probation Officer

AMS:fs

MISSION STATEMENT

The role and mission of probation services in California is to aid in reducing the incidence and impact of crime in the community.

This basic statement of purpose recognizes:

- That probation services must focus on the issue of crime in the community.
- That probation services are distinct but integral part of the total criminal justice system.
- That probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end the Chief Probation Officers of California strive to:

- Play a leadership role in the development and implementation of correctional programs that provide for public protection and prevention of crime and delinquency.
- Provide services to the court.
- Develop correctional standards throughout the State.

(Adopted in 1985 by the Chief Probation Officers of California)

OVERVIEW 1985-86

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the community by supervising offenders placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with the offender, making referrals to appropriate treatment or other resources, encouraging employment, and holding the offender accountable for his actions. *Insert*

Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion cases (1000 et al P.C.).

Special programs run by the Department which meet the requirements of the court-ordered conditions are Project 20 and Public Services Diversion. These programs allow the offender or the divertee to work community service hours in lieu of incarceration and/or fines, thus reducing the jail population in suitable cases but at the same time requiring the offender to pay back a debt to society.

186-87
During the 1985-86 fiscal year the workload continued to grow as follows:

- *3609*
~~3,417~~ presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to *3,175* for FY 84-85, an increase of *7.6%*; *3417*
- *9,171*
~~8,959~~ probationers were under Department supervision at the close of FY 85-86, up from *8,897* the previous year for an increase of *.6%*; *1,027* *8,159*
- *149,579*
~~133,198~~ service hours were completed by clients/probationers as compared to *99,257* hours the previous year for a percentage increase of *34.2%*; Dollar value to the Community (\$4/hr.) of \$532,792. Service hours also exceeded the Department's MBO of 60,000 hours by *73,198* hours; *1,489,574.09* *9598,316* *57,577*
- \$1,592,780.12 was collected in fines, penalty assessments, restitution and other fees, an increase of \$429,882.55 over FY 84-85; or *37%*; *32* *1,162,900.57*
- *493,087.07*
~~\$459,033.74~~ of the total collections were General Fund Revenues, representing 10.7% of the year's budget expenditures; and *10,735*
- *6,510*
~~2,268~~ custody days or the equivalent of \$108,864 were saved through the Department's proposal, ability and willingness to accelerate presentence investigations in targeted cases from 28 days to 21. *8312.40*

During the year the Department presented it's first Three-Year Information System Master Plan to the Electronic Information Processing Streering Committee for approval. The stated three-year goal is to automate the active cases, the financial office, as well as the transcription pool. The Master Plan was approved by the Committee and funds were approved by the Mayor to enable the Department to implement word processing in the upcoming year. The Department also intends to begin to implement the cost of incarceration program starting in January, 1987.

In May the Department submitted a proposal to the State Office of Criminal Justice Planning for gang violence suppression program, which was granted. The funding allows the officers to work intensively with a small number of targeted offenders and to network with law enforcement and the District Attorney. Other grants will be pursued in the new fiscal year.

For the 5th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirements. This represents the number of years the program has been in existence.

As prisons and jails become increasingly overcrowded, and as resources for all aspects of corrections become more scarce, the role of probation is changing. These conditions and the need for change provide both challenge and opportunity. The Adult Probation Department has and will continue to strive to meet that challenge and to provide the best possible probation services to the City and County of San Francisco.

AFFIRMATIVE ACTION
POLICY STATEMENT

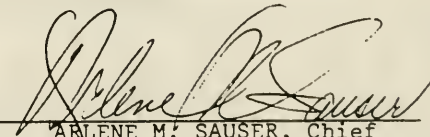
Consistent with policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation or age.

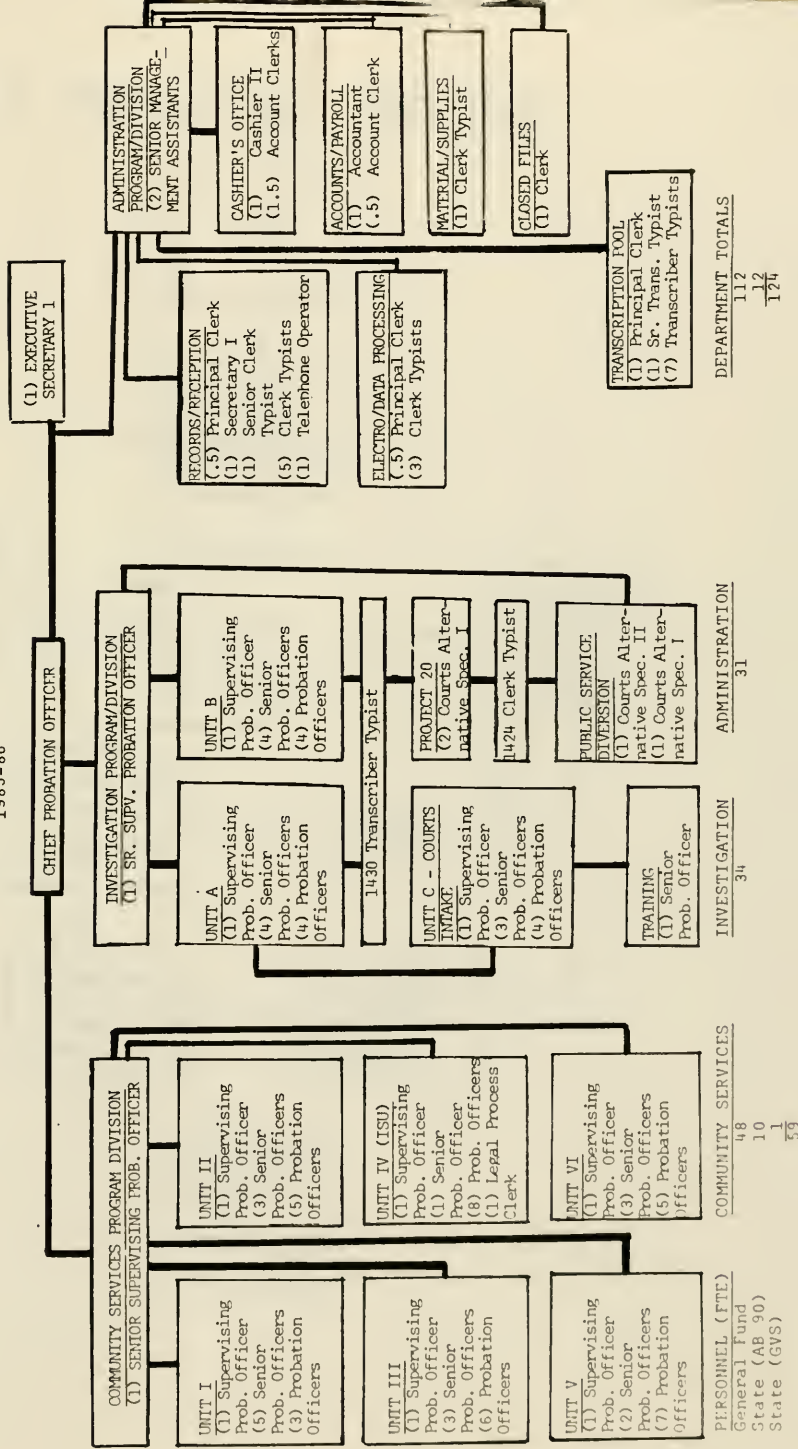
The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. Donna Y. Marion, Senior Management Assistant, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan.

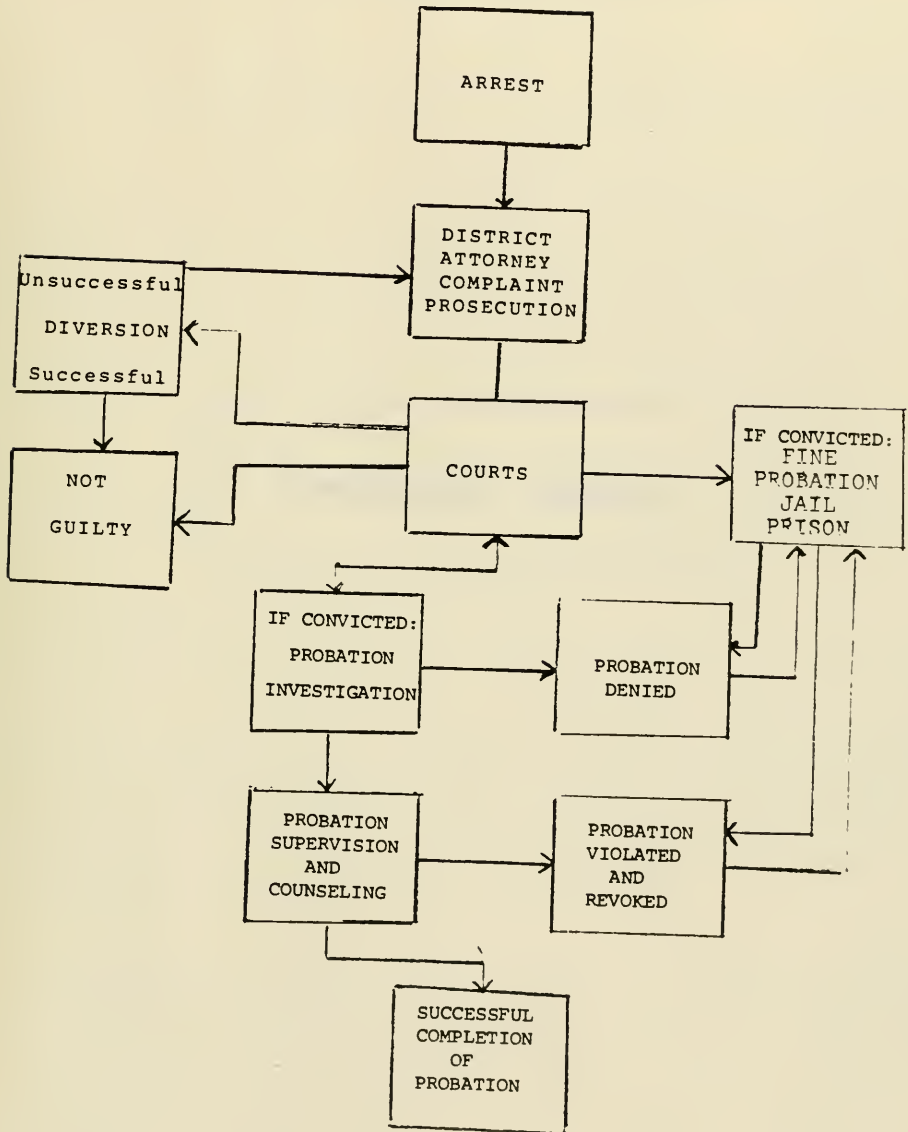


ARLENE M. SAUSER, Chief
Adult Probation Officer

SAN FRANCISCO ADULT PROBATION DEPARTMENT
TABLE OF ORGANIZATION
1985-86



ADULT PROBATION PROCESS



Investigation Division

INVESTIGATION DIVISION

Program Description

The principal responsibility of the Investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they pose to others. Victims are provided an opportunity, in Presentence Reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division is the Alternative Services Program, which provides certain offenders with the opportunity to perform community service work in lieu of receiving other sanctions.

Program Structure - Probation Services

The Investigation Division has four basic components: three Investigative Units and the Court Services Unit.

The function of the eighteen and one half officers assigned full time in the three Investigative Units is to investigate defendants and prepare court reports. The officers in these units were ordered by the Municipal and Superior Courts to complete 3,417 Presentence, Prepleas, Supplemental and Diversion Reports in FY 1985-86. This reflects a 7.6% increase in division workload over FY 1984-85 which, in turn, reflected a 10.4% increase over FY 1983-84; this was accomplished without any addition to Division staff. The 3,417 reports involved a total of 4,383 offenses.

The major function of the Court Services is to represent the Adult Probation Department in the courts. Their duties include arranging for the placement of probation matters on court calendars, processing all referrals from court requiring probation reports or other information, representing the Department as needed in individual probation hearings, providing criminal offender record information to other county, state and federal agencies as requested, preparing certain brief reports pursuant to Section 1203.4 of the Penal Code and processing daily felony arrest list and CII Records of dispositions and commission of other offenses. One Court Services officer, in addition to his regular duties, serves as the 1203.9 P.C. coordinator

and processed 42 cases involving lateral transfers of jurisdiction to/from courts in other California counties. Another officer in Court Services is permanently stationed at the County Jail facility in San Bruno, where he provides instructions to incarcerated probationers or those undergoing presentence investigations for their regular officers.

In February, 1985, to equalize the span of control for the Department's supervisors, Unit C was created and consists of three investigation officers, the Court Services Unit and the Custody Officer located at the County Jail facility in San Bruno.

Program Objectives - Probation Services

During the past fiscal year the Management by Objectives goal of investigation officers was to maintain at no more than 2.5% the number of reports which failed to reach the court two or more working days before sentencing. This goal was only partially met due to unfilled positions and 33% downtime of six of the ten typewriters in the Transcription Pool. Overall percentage of late reports was 10.9%. Investigative Services are mandated by California law and court order, specifically Penal Code Sections 1191, 1203 (b), and 1203.10, plus Rules of the Court 414, 416, 419, 421, and 423.

In cooperation with the Mayor's Task Force on Jail Overcrowding, the Adult Probation Department undertook accelerated probation reports. These reports were prepared in matters where the proposed disposition was commitment to the California Department of Corrections and the defendant was in custody. The investigations and reports were completed in 21 days rather than the usual 28 days, resulting in a savings of 7 custody days for each such case. The accelerated reports commenced in December 1985, and during the remainder of fiscal year 1985-86, 324 accelerated presentence reports were prepared and 2,268 custody days were saved. This had a significant impact in relieving jail overcrowding and resulted in a theoretical savings of \$108,864 to the County (324 accelerated cases x 7 custody days each defendant x \$48 jail cost per day) in custody costs.

<u>Program Output</u>	<u>Totals</u>
1. Total Presentence and Preplea Investigations, Superior Court	2,885
2. Total Presentence and Preplea Investigations, Municipal Court	149
3. Supplemental Reports (including CRC, Atascadero, 1203.3, and bench warrant returns)	130
4. Domestic Violence Diversion Reports	228
5. Reports to Department of Corrections (1203c P.C.)	25

6. Court Services Officer

A. Courtesy Investigations/Closed Case Research	45
B. Dismissals/Expungements (1203.4)	21

Presentence Investigations by Offenses

Penal Code Sections

148	24	314	3
187 1° & 2°	32	417	20
664/187	3	451	2
192 (all degrees)	32	459 (all degrees)	467
664/192	1	664/459	16
203	4	466	16
207	9	470/475/475A/476	38
209	5	484	12
211	296	487	226
664/211	49	664/487	13
213.5	27	488	8
236	17	496	130
242	56	524 & 537	3
243	40	594	10
245 (all subsections)	382	666	67
261 (all subsections)	32	12020	19
266	32	12021	76
273 (all subsections)	33	12025	17
286 (all subsections)	9	12031	10
288 (all subsections)	76	Misc. Penal Code Sec.	95
289	4	Total	2,411

Health and Safety Code Sections

11350	314	11360	204
11351	161	11377	86
11352	218	11378	78
11357	29	11379	140
11359	120	Misc. H & S Sect.	42
		Total	1,392

Vehicle Code Sections

10851	67	23152	70
20001	13	23153	34
23103 & 23104	7	Misc. Veh. Code Sec.	33
		Total	224

Welfare & Institutions/Penal Codes

11483 W & I	35	396 P.C.	27
		Total	62
		Total Presentence Offenses	<u>4,089</u>

Domestic Violence Investigations by Offense

All Penal Code Sections

136.1	1	415	4
148	12	417a2	6
166.4	1	487.2	1
211	1	488	3
236	1	496.1	1
240	3	594(b)2	14
242	162	602.5	3
243	4	647f	3
245(a)1	41	12020	<u>1</u>
273.5	32	Total Domestic Violence Offenses	294

Program Staff (Including Court Services, Public Service & Proj. 20)

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officer (8434)	3
Senior Probation Officers (8442)	11
Probation Officers (8440)	12
Court Alternative Specialist I	3
Court Alternative Specialist II	1
Transcriber Typist (1430)	1
Clerk Typist (1424)	<u>1</u>
Staff Total	33

THE ALTERNATIVE SERVICES PROGRAM

Program Description

Created in the late fall of 1983 by combining the staff and operations of two formerly separate and distinct units, the Alternative Services Program comprises two programs: a misdemeanor pretrial diversion component, the Public Service Program, and a post-conviction alternative sentencing program, Project 20.

Presently both program components are served by five staff: a program director (Courts Alternative Specialist II), three line staff (Courts Alternative Specialist I), and a clerk typist. All staff are cross-trained to handle any job assignment and the workload is shared.

Frequently visited by educators, correctional professionals and international guests, the program is recognized as a leader in its field, Community Service by Offenders. A quarterly newsletter is prepared for dissemination to the courts, counsel, City and community placement agencies. The program also participates in CLASP, the California League of Alternative Service Programs. STC monies are made available for staff training.

Statistical Summary

	<u>FY 1984-85</u>	<u>FY 1985-86</u>	<u>Net Change</u>
Service hours completed	99,257	133,198	+34.2%
Financial restitution collected	16,991	10,906	-35.8%
Successful completion rate	53%	63%	+10%
Clients referred	3,354	3,936	+17.4%
Court reports filed	4,412	5,437	+23.2%
Current active caseload (as of last month of fiscal year)	944	1,136	+20.3%

Component Descriptions

THE PUBLIC SERVICE PROGRAM

The Department's Public Service Program places selected misdemeanor offenders at worksites largely with the City and County of San Francisco. Commencing operation in February 1982, during its first five months, nearly 9000 hours of public service work were ordered performed at its major sites: the Recreation and Parks Department and the Police Department.

Clients are routinely evaluated for program suitability. Incident reports and criminal record histories are examined on this issue. In addition to a standard minimum 30 hours work requirement, clients may be asked to pay financial restitution to the victims of crime and may be asked to participate in appropriate drug, alcohol and/or mental health counseling.

In recent years a high percentage of clients referred to this program component have required screening and placement in counseling on the above matters. When either counseling or the payment of financial restitution are in order, program staff monitor compliance with these conditions of diversion. The benefit to the defendant of complying with all program requirements is dismissal of the underlying criminal charges, without prejudice to him or her in the future. The program operates within the confines of California Penal Code Section 1001 et seq.

Today major work-sites are with the Recreation and Parks Department: Crocker-Amazon Playground and McLaren Park. A smaller group of clients, particularly the elderly, disabled, ill or pregnant, are referred to other agencies for service work as appropriate.

Routine duties at the parks include a range of gardening activities, including general clean-up, weeding, and edging walks, staking trees, fertilizing, cleaning and hauling debris, sifting playground sand of glass, mopping gyms and playrooms.

Park work-sites are made available three days a week, each and every week, excluding holidays and holiday weekends. Supervision is provided by professional Recreation and Parks staff.

In addition to the above duties, program staff are available to provide out-of-county and out-of-state placements at public work-sites for other selected offenders.

Developing as an adjunct of an earlier request by the Office of the Mayor for the Department to participate in its Clean City campaign, the program component continues to serve as a response to concerns that offenders substantially, visibly and tangibly compensate the community. These service hours help make San Francisco a safer, happier and healthier place in which to live.

PROJECT 20

Project 20 is a post-conviction community service sentencing alternative for adult offenders in San Francisco. Begun more than a decade ago, persons may be referred to the program in a number of manners: through the traffic courts as an alternative to the payment of fines (the commutation rate being set by the court) or as a condition of court or departmental probation. In this manner clients contribute their time, energy, and talent in community service to

a bank of more than 150 local taxpayer sponsored and non-profit organizations. Program staff interview, screen and place all clients, monitor satisfaction of service hours and report back to court as necessary. Similarly, staff constantly review, develop and maintain the bank of placement agencies necessary to sustain a viable ongoing community service program. The range of service work available in San Francisco is enormous: all sections of the city and all ethnic groups are reached; typical agencies include senior centers, hospices, libraries, neighborhood houses, life-line services, referral, support and treatment facilities, parks and fairs. The range of work available embraces the spectrum of unskilled to professional service.

The program also serves selected federal probationers and San Francisco residents referred from other counties. In the past Project 20 has received national acclaim for its pioneering work in community service as a sentencing alternative.

The roster of typical agencies includes the following: the AIDS Foundation, Catholic Social Services, Community Thrift Store, the Bayview Hunters Point Senior Center, Victoria Theatre, the Exploratorium, the Haight/Ashbury Food Program, the SF General Medical Library, the Kevin Collins Foundations, Meals on Wheels, Native American Senior Center, Ozanam, Potrero Hill Neighborhood House, Pleasure Endeavors, Recreation Center for the Handicapped, S.F. Home/Health Services, Swords to Ploughshares, Youth for Service, U.S. Park Police, the Women's Building, Refugees Women's Program, the Community United Against Violence.

Program Objectives

In fiscal year 1985-86 Management by Objective Goals were exceeded in two instances. Service hours performed totaled 133,198, significantly exceeding the 60,000-hour goal; the 63% successful completion rate exceeded the 55% goal.

In the third category \$10,906 was collected for restitution, only partially meeting the \$12,000 goal. Since collections are a function of the typed cases referred by the courts, it is not a program component within the program's control.

TRAINING PROGRAM

Training for the San Francisco Adult Probation Department is mandated through the Standard Training for Corrections, a State funded program. Funds are monitored by the Mayor's Criminal Justice Council.

During the probation officer's initial year of employment that individual is required to complete a 200 hour certified basic course. Thereafter, the officer is required to complete 40 hours of certified training annually.

New supervisors are required to complete an 80-hour basic course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as Training Coordinator and is responsible for insuring compliance with the STC training requirements. During fiscal year 1985-86, the State allocated \$50,000 to APD for training, with \$40,025 actually being expended. Of the 93 persons in APD eligible for training, all completed their training requirements. A total of 4,267 training hours were completed.

Fiscal year 1985-86 was the fifth consecutive year the Adult Probation Department has successfully completed the STC training requirements.

Community Services Division

COMMUNITY SERVICES DIVISION

Program Description

The Community Services Division enforces court orders and provides supervision to those individuals granted probation by the Superior and Municipal Courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report or be seen by the probation officer. The classification system takes into account community protection as well as the probationer's need for services.

This Division is also responsible for the supervision of the individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.) and Domestic Violence Diversion (1000.6 P.C.). Probation Officers are responsible for supervising diverttees' participation in and completion of either an educational or treatment program.

Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer who shall determine the level of supervision."

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal Code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

Program Structure

The Community Services Division consists of six service units, each of which is assigned a unit supervisor and either eight or nine probation officers. All six units supervise individuals granted probation in the Municipal and Superior Courts of San Francisco.

Three of the Division units consist primarily of officers with general supervision caseloads, meaning caseloads containing a random mixture of felony and misdemeanor offenders. The average general supervision caseload stood at 180 probationers at the end of fiscal year 1985-86.

A fourth supervision unit, with caseloads comparable in size to those of the general supervision units and receiving the same intake as them, is structured as a Community Resources Management Team (CRMT). The eight officers in CRMT have caseload specializations such as mental health, substance abuse, and collections, and they use a teamwork approach for case management and the referral of probationers to community resources.

A fifth unit, known as Intensive Services, operates under a state subsidy (AB 90) and provides close supervision of certain high risk offenders in caseloads of 50 probationers or less. Its program is described in detail later in this report.

A sixth unit is composed of officers with specialized assignments, including Drug Diversion, the Drinking Driver Program and the two administrative caseloads. At the end of the fiscal year there were 640 cases in the administrative caseloads, which consist of welfare fraud offenders and a variety of other probationers deemed appropriate for a lower level of supervision.

Attached to one of the general supervision units are the Domestic Violence Diversion and the Child Sexual Abuse caseloads. These, along with Drug Diversion and the Drinking Driver Program, are described later in the report.

Program Staff (including State funded Intensive Services Unit).

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officers (8434)	6
Senior Probation Officers (8442)	17
Probation Officers (8440)	34
Clerk Typists (1424)	3
	<u>61</u>

Program Objectives

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation and to work cooperatively with other agencies toward that end;
2. To ensure compliance with court orders by those persons granted probation and to return to court those probationers who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment, employment, training, education and other community resources; and

4. To supervise the payments by probationers of fines, attorney fee recoupment, and probation costs payable to the General Fund, restitution to victims, and other financial obligations.

The Department operates under Program/Performance Budgeting and Management by Objectives Program Formation. The Management by Objective goals for fiscal year 1985-86 were:

1. To maintain a yearly increase of 15% in General Fund revenue collection;
2. To maintain a recidivism rate of less than 30% for persons in the Drinking Driver Program; and
3. To ensure that 70% of all supervision cases (less DDP, Drug and Domestic Violence Diversion and Administrative Caseload cases) received are classified.

Program Results

Two Management by Objectives Goals were met and significantly exceeded and one was not.

1. General Fund collections totalled \$459,917, 1.7% more than the \$452,387 collected in the previous fiscal year. The Department failed to meet this objective because no significant new sources of revenue were mandated by law or ordered by the courts during the year, and because of the limitations imposed by an outdated, understaffed manual collections system. In order to generate increased revenues, it is essential that the Department's collections process be automated. This is planned for fiscal year 1986-87.
2. The recidivism rate in the Drinking Driver Program was 1.2%.
3. During the fiscal year 89% of all new cases which qualified for classification were in fact classified.

Program Output

	<u>1985-86</u>	<u>1984-85</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	8,897	8,392	+ 6%
Cases added	5,600	5,544	+ 1%
Total cases under supervision	14,497	13,936	+ 4%
Terminations/Expirations	5,538	5,039	+ 9.9%
Caseload - end of fiscal year	8,959	8,897	+ .6%
Average general supervision caseload*	180	187	- 3.7%
Court reports	8,270	7,125	+16%

*Excluding special programs, administrative caseloads and Intensive Services Unit.

While the Department's total caseload size remained relatively constant during the year, the steady increase in recent years in court reports continued in FY 85-86. Reports have increased 38% as compared with two years ago, and 72% as compared with five years ago.

At the end of the Community Services section of this report the reader will find tables detailing the Division's intake, terminations and court report activity during the fiscal year.

Training

During the fiscal year all officers but one in the Division completed the hours of training mandated by the Standards and Training for Corrections law. One officer failed to complete the entire 40 hours because of prolonged absence from the job due to disability.

Special Programs

1) INTENSIVE SERVICES UNIT

Program Description

On December 10, 1978 the Intensive Services Unit became operational through a state funded subvention program enacted by the legislature (AB 90). The unit presently supervises, in caseloads of 50 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. Upon assignment the probation officer develops a case assessment plan which includes the nature of the probationer's problem(s), short and long-term goals, the need of support services, and financial planning. As needed, but not less frequently than every six months, the probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan.

Progress is closely monitored through unit staffing. A consulting psychologist is available on an hourly, as needed basis, and is funded through AB 90 monies.

Program Staff

The Intensive Services Unit is staffed by a supervising probation officer, a senior probation officer, seven probation officers and three clerk typists. The senior and seven probation officers are assigned to four teams, with specializations in substance abuse mental health, career criminals, violence/weapons, and street/prison gangs.

Program Output

	<u>1985-86</u>	<u>1984-85</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	332	392	-15%
Cases added	243	141	+72%
Total cases under supervision	575	533	+ 8%
Terminations/Expirations	234	201	+16%
Caseload - end of fiscal year	341	332	+ 3%

2) DRUG DIVERSION

Program Description

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment or education program. If diversion is granted by the court there is ongoing contact between the Drug Diversion officer and the community program to assess the divertee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the divertee is performing unsatisfactorily or that the divertee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Program Staff

A senior probation officer and a probation officer are assigned to the Drug Diversion Program.

<u>Program Output</u>	<u>1985-86</u>	<u>1984-85</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	457	348	+31%
Diversion granted	850	722	+18%
Total cases under supervision	1,307	1,070	+22%
Diversion completed/terminated	717	613	+17%
Diversion caseload - end of fiscal year	590	457	+29%
Court reports prepared			
Suitability reports	1,368	1,063	
Progress reports	1,159	911	
Supplemental reports	16	95	
Total	2,543	2,069	+23%

For the second year in a row the Drug Diversion caseload increased by almost one third. The two officers supervising the program have developed streamlined forms and procedures in order to manage the heavy intake as effectively as possible.

3) DOMESTIC VIOLENCE DIVERSION

Program Description

The Domestic Violence Diversion Program became operative in January 1980 as a result of 1979 law (1000.6 P.C.). It provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and a report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the diverttee's diversion program, which may include counseling.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstituted if the diverttee is not participating satisfactorily or not benefiting from the program.

Program Staff

Three probation officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One probation officer in Community Services supervises those persons placed on diversion.

<u>Program Output</u>	<u>1985-86</u>	<u>1984-85</u>	<u>Net Change</u>
Diversion case - beginning of fiscal year	30	59	-49%
Diversion granted	151	82	+84%
Total cases under supervision	181	141	+28%
Diversion completed/terminated	85	111	-23%
Diversion caseload - end of fiscal year	96	30	+220%
Court reports prepared			
Suitability reports (Inv. Div.)	228	114	
Progress reports	154	169	
Supplemental reports	7	11	
Total	<u>389</u>	<u>294</u>	+ 32%

4) CHILD SEXUAL ABUSE CASELOAD

Program Description

Beginning in approximately 1981, a probation officer in the CRMT unit with a caseload of mental health offenders began working closely with treatment agencies and therapists in the community regarding probationers in the caseload who had been convicted of child sexual abuse.

This close coordination with treatment providers in monitoring the progress of child sexual abuse offenders proved so useful that in March 1984 a caseload devoted solely to child sexual abuse offenders was formed and assigned to a general supervision unit.

The officer assigned to this caseload supervises persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 18. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationers' progress.

Program Staff

One probation officer handles this assignment. For eight months of the fiscal year, this officer was also responsible for the Domestic Violence Diversion caseload.

<u>Program Output</u>	<u>1985-86</u>	<u>1984-85</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	100	75	+33%
Cases added	23	46	-50%
Total cases under supervision	123	121	+ 2%
Terminations/expirations	38	21	+81%
Caseload - end of fiscal year	85	100	-15%

5) DRINKING DRIVER PROGRAM (DDP)

Program Description

The Drinking Driver Program is responsible for screening the eligibility and motivation of individuals who are placed in the program by the court. Those eligible are persons convicted more than once of driving under the influence of alcohol, provided that they have not participated in DDP during the past four years. Individuals deemed ineligible by law or not desirous of program participation are referred back to court where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise the progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism. Persons who are re-arrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

Program Staff

The Drinking Driver Program is supervised by a senior probation officer and a probation officer.

Program Output

	<u>1985-86</u>	<u>1984-85</u>	<u>Net Change</u>
DDP caseload - beginning of fiscal year	797	643	+24%
Cases added	405	404	+.02%
Total cases under supervision	1,202	1,047	+15%
Expirations/terminations	353	250	+41%
DDP caseload - end of fiscal year	849	797	+6.5%
Court reports			
Progress reports	33	32	
Motions to modify probation	224	184	
Motions to revoke probation	115	56	
Supplemental reports	10	11	
Total	382	283	+35%

GRANTS AND TERMINATIONS BY COURT

<u>Superior Court</u>		<u>Municipal Court</u>	
Sup. Ct. cases 7/1/84	3,880	Muni Ct. cases 7/1/84	4,512
Cases added	2,085	Cases added	3,456
Total cases under supv.	5,965	Total cases under supv.	7,968
Cases removed	2,040	Cases removed	2,996
Sup. Ct. cases 6/30/85	3,925	Muni Ct. cases 6/30/85	4,972
Sup. Ct. cases 7/1/85	3,925	Muni Ct. cases 7/1/85	4,972
Cases added	2,217	Cases added	3,383
Total cases under supv.	6,142	Total cases under supv.	8,355
Cases removed	2,164	Cases removed	3,374
Sup. Ct. cases 6/30/86	3,978	Muni Ct. cases 6/30/86	4,981

COURT REPORT ACTIVITY BY COURT

	<u>Superior Court</u>		<u>Municipal Court</u>	
	<u>1985-86</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1984-85</u>
July	240	151	334	397
August	239	185	389	371
September	237	162	402	306
October	282	170	474	422
November	245	173	447	408
December	212	178	446	357
January	224	231	496	397
February	254	197	453	315
March	300	252	445	507
April	282	274	528	414
May	251	213	519	450
June	231	246	340	349
	<u>2,997</u>	<u>2,432</u>	<u>5,273</u>	<u>4,693</u>

Superior Court reports increased by 23% over the previous fiscal year, and Municipal Court reports by 12%.

Administration Division

ADMINISTRATION

This program is responsible for the wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Management Assistants to perform the duties of Personnel Officer and Budget Officer, and supervise the activities described in the functions listed below.

Function: Personnel

Prepare all documents, forms and correspondence on various personnel transactions of the City and County. Maintain position control for all authorized positions, filling vacant requisitions, terminations and transfers. Serves as Personnel Hearing Officer and Affirmative Action Coordinator.

Service Objectives - To administer the staffing resources providing support and services to the Department.

Staff

Senior Management Assistant (1844) 1

Function: Records-Reception

Under the supervision of a Principal Clerk, this section staffs the reception area and telephone switchboard. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. It is planned to automate this section as soon as funds become available.

Service Objectives - To keep accurate, up-to-date records of cases active and inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records that removes from files all records as soon as legally allowable.

Staff

Principal Clerk (1408)	1
Telephone Operator (1706)	1
Clerk Typists (1424)	4
Clerk Stenographer (1444)	1
Senior Clerk Typist (1426)	1
Total	8

Function: Electronic Data Processing

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records.

The use of EDP equipment in this Agency is limited to retrieval of information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries.

Service Objectives - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly.

Staff

Clerk Typist (1424)	Total	3
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Function: Transcription Center

This centralized Department pool types and transcribes work from both the Investigation and Community Services Division of the Department. Transcription work which is processed here included presentence, supplemental and progress reports, letter, memoranda, policy statements, budgets and forms. Presently, most of this work is transcribed directly from dictated tapes into final form. Word processing will be introduced into the transcription pool during the coming year.

This section produced 8,127 documents during this fiscal year. The volume of this work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officer, staff and the documents produced by the administrative staff.

Service Objectives - To return completed presentence reports to officers four working days before the court date and to return all other reports to officers 2.5 working days before the court date. It is a long-range objective to be able to meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.

Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typist (1430)	8
	10

Function: Fiscal/Budget

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Objective (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors.

Service Objective: To administer the fiscal resources of the Department.

Staff: Senior Management Assistant (1844) 1

Function: Accounting and Payroll

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.

Service Objectives - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

Staff

Accountant (1650)	1
Account Clerk (1630)	.5
Total	<u>1.5</u>

Function: Cashier's Office

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1985-86, a total of \$1,592,780.12 passed through this office. These funds were processed through 22 different accounts to the City General Fund, the State of California and to victims of crime. A breakdown of this disbursement and a comparison of the last three years are provided on page 30.

Service Objectives - To effectively and efficiently collect and disburse all judicially ordered payments.

Staff

Cashier II (4321)	1
Account Clerk (1630)	<u>1.5</u>
Total	<u>2.5</u>

Function: Purchasing-Inventory

Under the supervision of the Senior Management Assistant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Service Objectives - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

Staff

Clerk Typist (1424) 1

Function: Closed Files

This unit is responsible for maintaining closed case files, retrieving them when necessary, and filing away all closed cases. Staff also prepares a monthly statistical report for the State Bureau of Criminal Statistics.

Staff

Clerk (1404) 1

COLLECTION STATISTICS

FISCAL YEAR 1985-86

	<u>1985-86</u>	<u>1984-85</u>	<u>1983-84</u>
Clearing Account			
Restitution - Direct	\$ 780,477.35	\$ 468,737.62	\$473,976.74
Restitution - D.S.S.	12,370.71	8,586.10	10,924.67
Total	<u>\$ 792,848.06</u>	<u>\$ 477,323.72</u>	<u>\$484,901.41</u>
General Fund			
Municipal	\$ 289,750.51	\$ 279,506.88	\$209,637.80
Superior	24,601.50	35,434.40	17,952.10
Total	<u>\$ 314,352.01</u>	<u>\$ 314,941.28</u>	<u>\$227,589.90</u>
State Fines & Forfeitures			
Vehicle Code	\$ 135,553.95	\$ 105,868.50	\$ 83,180.39
Peace Officers	15,308.15	9,875.60	9,899.50
Health and Safety	1,134.60	3,525.00	7,846.00
Total	<u>\$ 151,996.70</u>	<u>\$ 119,269.10</u>	<u>\$100,925.89</u>
Administrative Fee, 1203.1PC	\$ 13,883.55	\$ 5,789.55	\$ 4,554.94
Probation Costs			
Municipal	\$ 4,265.16	\$ 4,778.50	\$ 9,573.63
Superior	88,427.95	90,761.78	70,351.22
Total	<u>\$ 92,693.11</u>	<u>\$ 95,540.28</u>	<u>\$ 79,924.85</u>
Diversiion Fees	\$ 25,367.00	\$ 26,091.00	\$ 23,370.00
Installment Fees	\$ 9,551.07	\$ 5,243.00	\$ 1,273.00
Attorney Fee Recoupment	\$ 3,187.00	\$ 4,591.50	\$ 5,449.00
Victims of Violent Crimes	\$ 6,350.00	\$ 4,820.10	\$ 3,540.90
Suspense	\$ 82,555.10	\$ 17,718.64	\$ 3,950.00
Charge for Bad Checks	\$ 260.00	\$ 190.00	\$ 290.00
Indemnity Fund, 1463.18	\$ 15,864.31	\$ 18,721.50	\$ 13,264.50
Laboratory Fund, 1463.14	\$ 30,206.15	\$ 26,947.30	\$ 15,016.00
Alcohol Rehab. Prog. 1463.16	\$ 28,211.85	\$ 25,804.67	\$ 14,220.83
Restitution Fund	\$ 8,617.20	\$ 9,868.60	\$ 2,365.00
Restitution Fine	\$ 13,972.01	\$ 8,817.33	\$ 100.00
Crime Lab Fund	<u>\$ 2,865.00</u>	<u>\$ 1,220.00</u>	<u>\$ NA</u>
TOTAL COLLECTIONS	<u><u>\$1,592,780.12</u></u>	<u><u>\$1,162,897.57</u></u>	<u><u>\$980,736.22</u></u>

STATEMENT OF EXPENDITURES

FISCAL YEAR 1985-86

	<u>BUDGETED</u>	<u>EXPENDED & ENCUMBERED</u>	<u>BALANCE TO GENERAL FUND</u>
Permanent Salaries	\$3,269,572	\$3,261,237	\$ 8,335
Mandatory Fringe Benefits	898,628	872,767	25,861
Other Contractual Services	78,000*	77,051	949
Use of Employee Cars	800	969	169-
Travel	2,000	1,375	625
Other Services	50,000	51,327	1,327-
Materials & Supplies	27,000	26,286	714
Membership Dues	450	464	14-
Central Shops - Fuel	2,300	1,474	826
Central Shops - Repair	6,000	2,793	3,207
Civil Service	1,056	886	170
Police - EDP	75,402	75,402	0
Reproduction	<u>6,000</u>	<u>10,237</u>	<u>4,237-</u>
	\$4,417,208	\$4,382,268	\$34,940

The surpluses in certain line items (exclusive of permanent salaries and mandatory fringe benefits) were used to offset deficits in the other line items. The balance of operating expenses returned to the General Fund was \$744.00.

*Includes \$50,000 contract with American Arbitration Association to provide Community Dispute Services.

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City And County Of San Francisco Adult Probation Department

HALL OF JUSTICE

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San Francisco, California 94102

Phone: (415) 553-1704

ARLENE M. SAUSER, CHIEF
ADULT PROBATION OFFICER

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ARLENE M. SAUSER
CHIEF ADULT PROBATION OFFICER
March 18, 1988

Claude D. Perasso
Presiding Judge, Superior Court
Room 465, City Hall
San Francisco, CA 94102

Dear Judge Perasso:

This annual report provides information concerning the activities, programs, workload and concerns of the Probation Department during fiscal year 1986/87, in accordance with the City and County Charter Section 3.501.

The Department has three major programs, Investigation, Community Services, and Administrative Services. Descriptions of the functions of these programs have been prepared by the program managers. Comparisons are made to last year's statistics but there has been constant and rapid workload growth in all areas since FY 1982/83. Overview 1986-87 is offered as a quick synopsis of the Department's activities.

As jail and prison overcrowding increases, the impact is felt even more in probation workloads. The probation "alternative", even in more serious cases, is the one most frequently selected. The Bureau of Criminal Statistics in its 1986 publication reports that of 2,733 convictions in the Superior Court, 1,575 or 57.6% were placed on probation. Yet probation is the criminal justice agency least likely to receive adequate funding.

During the past five years our supervision workload has increased from 6,354 probationers to 9,171 for a 44% increase; Superior Court referrals for PSIs from 2,301 to 3,233 for a 41% increase. Collections have increased from \$731,685 to \$1,489,574 for a 104% increase. Yet staff has only increased by 7%.

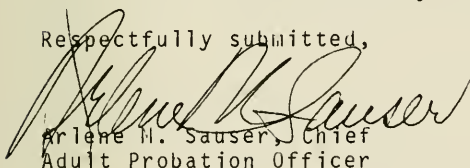
The Department uses a classification system with a risks/needs indicator which helps us to some degree to use our time and energy on those cases which pose the greatest community threat. It also points out, however, how understaffed we are and that we need additional probation officers to meet even minimal levels of supervision and case monitoring. In the Investigation division the Department's ability to provide quality reports in a timely fashion has also reached its limits.

Given these dire circumstances, the hardworking, dedicated staff who continue to "grind out" reports, enforce court orders, and work with this often trying offender population must be commended. It is to their credit that that part of the criminal justice system for which probation has responsibility works at all. The irony is that, properly funded, probation is the most cost effective way of dealing with offenders, and it is a community safe alternative, in spite of the fact that we can't say no to anyone ordered under our supervision.

The Superior Court has shown concern and support for the Department during its growing crises and for that I wish to express my deep appreciation. I also thank the Municipal Court for its understanding of some of the tough issues we faced. Not to be overlooked was the Mayor and her staff, the Board of Supervisors, the other criminal justice officials both state and local, as well as the private agencies and involved citizens.

In years to come we will continue to need that support and understanding if we are to continue providing the necessary service of which we are mandated by law and court order.

Respectfully submitted,



Arlene H. Sausser, Chief
Adult Probation Officer

AMS:fs

MISSION STATEMENT

The role and mission of probation services in California is to aid in reducing the incidence and impact of crime in the community.

This basic statement of purpose recognizes:

- That probation services must focus on the issue of crime in the community.
- That probation services are distinct but integral part of the total criminal justice system.
- That probation services shall focus on the offense, the offender and the consequences of crime on victims and the community as a whole.

Toward this end the Chief Probation Officers of California strive to:

- Play a leadership role in the development and implementation of correctional programs that provide for public protection and prevention of crime and delinquency.
- Provide services to the court.
- Develop correctional standards throughout the State.

(Adopted in 1985 by the Chief Probation Officers of California)

OVERVIEW 1986-87

The Adult Probation Department prepares presentence investigations and reports for the Superior and Municipal Courts. It provides protection to the Community by supervising offenders placed on probation, enforcing their court-ordered conditions and returning them to court when they fail to comply or commit new crimes. It works with the offender, making referrals to appropriate treatment or other resources, encouraging employment, and holding the offender accountable for his actions. During the fiscal year a new program, the Gang Violence Suppression Program, was funded through an OCJP grant and begun, making it possible to provide maximum protection to the community through intensive surveillance of this offender population.

Additionally, the law requires that the probation officer investigate suitability of and monitor program compliance of drug diversion cases (1000 et al P.C.).

Special programs run by the Department which meet the requirements of the court-ordered conditions are Project 20 and Public Services Diversion. These programs allow the offender or the divertee to work community service hours in lieu of incarceration and/or fines, thus reducing the jail population in suitable cases but at the same time requiring the offender to pay back a debt to society.

During the 1986-87 fiscal year the workload continued to grow as follows:

- 3,609 presentence, preplea, supplemental and diversion (exclusive of drug diversion) reports were completed for the Superior and Municipal Courts by the Investigation Division, compared to 3,417 for FY 85-86, an increase of 5.6%;
- 9,171 probationers were under Department supervision at the close of FY 86-87, up from 8,959 the previous year for an increase of 1.02%;
- 149,579 service hours were completed by clients/probationers as compared to 133,198 hours the previous year for a percentage increase of 12.3. Dollar value to the Community (\$4/hr.) is \$598,316. Service hours also exceeded the Department's MB0 of 60,000 hours by 89,579 hours;
- \$493,087.07 of the total collections were General Fund Revenues, representing 10.1% of the year's budget expenditures; and
- 6,510 custody days or the equivalent of \$312,480 were saved through the Department's proposal, ability and willingness to accelerate presentence investigations in targeted cases from 28 days to 21.

For the 6th consecutive year the Department has met the State Board of Corrections' Standards and Training for Corrections requirements. This represents the number of years the program has been in existence.

As prisons and jails become increasingly overcrowded, and as resources for all aspects of corrections become more scarce, the role of probation is changing. These conditions and the need for change provide both challenge and opportunity. The Adult Probation Department has and will continue to strive to meet that challenge and to provide the best possible probation services to the City and County of San Francisco.

AFFIRMATIVE ACTION
POLICY STATEMENT

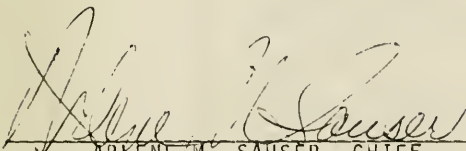
Consistent with the policies of the Mayor, the Board of Supervisors and the Civil Service Commission, the Adult Probation Department and I, as Chief Executive for this Department, are committed to equal opportunity and affirmative action in all employment decisions.

This policy of equal employment opportunity and affirmative action and the Department's Affirmative Action Plan is consistent with Federal, State and Local laws and guidelines governing fair employment and in compliance with provisions of the Consent Decree entered into in the United States District Court for the Northern District of California, No. C-74-1399 SAW, issued January 22, 1976.

The Adult Probation Department provides equal employment opportunities to all persons regardless of race, ethnicity, national origin, sex, sexual orientation, religion, physical handicap, political affiliation, age, or having the condition known as Acquired Immune Deficiency Syndrome (AIDS) or AIDS related conditions (ARC), or medical condition (cancer related).

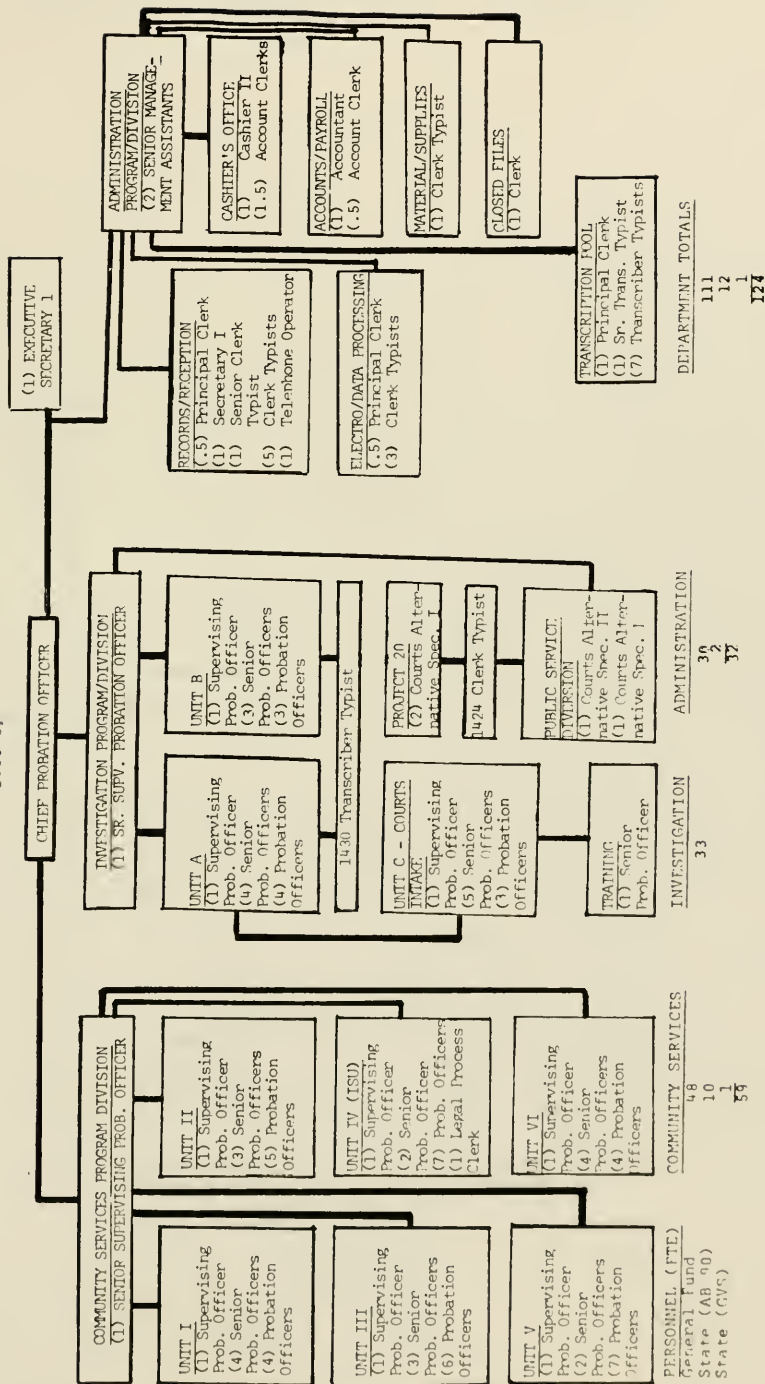
The affirmative action steps, including goals and timetables set forth in the Adult Probation Department's Affirmative Action Plan, addresses all personnel decisions, including recruitment, hiring, transfer, promotion, training, compensation, assignment, benefits, layoff, reinstatement and termination.

Success in implementing the Affirmative Action Plan requires the cooperation of all Adult Probation Department employees. Donna Y. Marion, Senior Management Assistant, is the appointed official responsible for the development and implementation of the Department's Affirmative Action Plan.

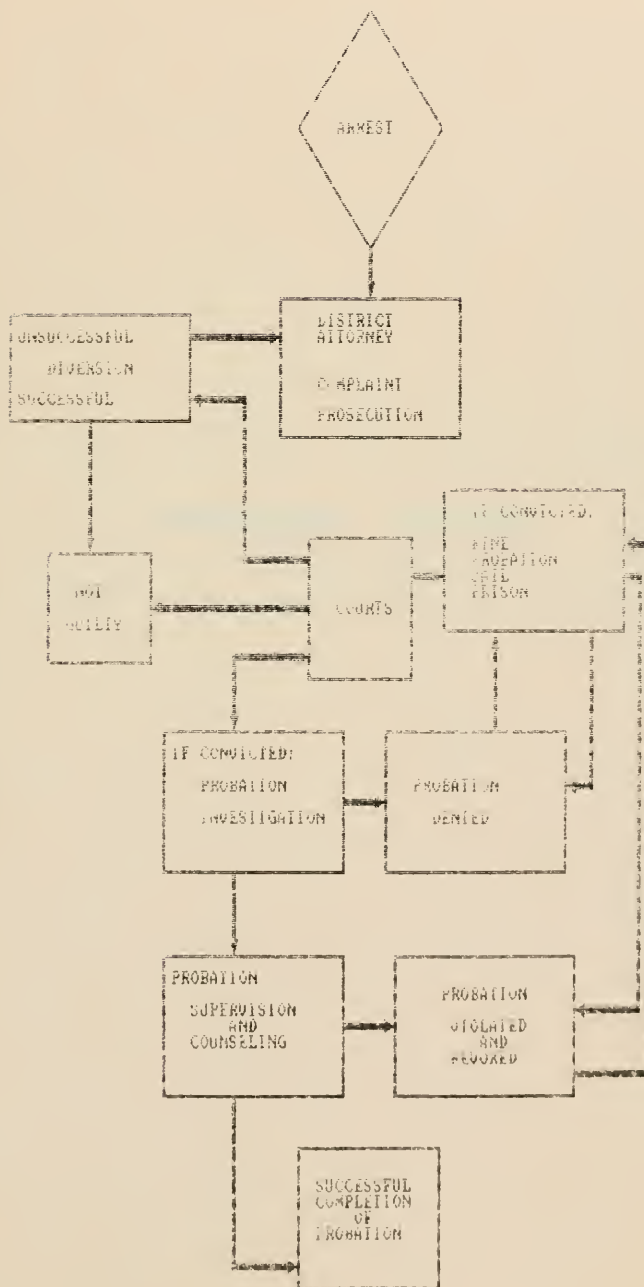


ARLENE M. SAUSER, CHIEF
Adult Probation Officer

SAN FRANCISCO ADULT PROBATION DEPARTMENT
TABLE OF ORGANIZATION
1986-87



ADULT PROBATION PROCESS



Investigation Division

INVESTIGATION DIVISION

Program Description

The principal responsibility of the investigation Division is to prepare complete, accurate, objective and timely reports for the Municipal and Superior Courts.

The Division's reports are of service to the courts, the community and offenders. To the courts, they give criminal and social information which is vital to judges in making appropriate sentencing decisions. Reports are a means by which members of the community can file restitution claims with the courts, and the reports also serve the community by identifying those offenders who should be denied probation because of the risk they post to others. Victims are provided an opportunity, in Presentence Reports, to include a written or oral statement with regard to the impact of the offense on their life. To the offenders themselves, the reports offer suggested referrals, when appropriate, for a variety of treatment and other rehabilitative services.

Attached to the Investigation Division is the Alternative Sentencing Program, which provides certain offenders with the opportunity to perform community service work in lieu of receiving other sanctions, and the Training Officer, who develops the Standard of Training for Correction budget and arranges training for all probation staff.

Program Structure - Probation Services

The Investigation Division has four basic components: three Investigative Units and the Court Service Unit.

The function of the eighteen-and-one-half officers assigned full time in the three Investigative Units is to investigate defendants and prepare court reports. The officers in these units were ordered by the Municipal and Superior Courts to complete 3,609 Presentence, Postsentence, Preplea, Supplemental and Diversion Reports in FY 1986-87. This reflects a 23.8 % increase in division workload over the past years without any addition to Division staff. The 3,113 Presentence, Preplea and Postsentence reports involved a total of 4,413 offenses; the 254 Diversion reports involved 359 offenses.

The major function of the Court Services is to represent the Adult Probation Department in the courts. Their duties include arranging for the placement of probation matters on court calendars, processing all referrals from court requiring probation reports or other information, representing the Department as needed in individual probation hearings, providing criminal offender record information to other county, state and federal agencies as requested and preparing certain brief reports pursuant to Section 1203.4 of the Penal Code. One Court Services Officer, in addition to his regular duties, serves as the 1203.9 P.C. coordinator and processes 52 cases involving lateral transfers of jurisdiction to/from courts in other California counties. Another officer in Court Services is

permanently stationed at the Court Jail facility in San Bruno, where he provides instructions to incarcerated probationers or those undergoing presentence investigations for their regular officers.

In February, 1985, to equalize the span of control for the Department's supervisors, Unit C was created and now consists of five investigation officers, the Court Services Unit and the Custody Officer located at the County Jail facility in San Bruno.

Program Objectives - Probation Services

During the past fiscal year the Management by Objectives goal of investigation officers was to maintain at no more than 2.5% the number of reports which failed to reach the court two or more working days before sentencing. This goal was only partially met due to unfilled positions, downtime of the typewriters in the Transcription Pool and increased workload. Overall percentage of late reports was 19.2%. Investigative Services are mandated by California law and court order, specifically Penal Code Sections 1191, 1203(b), and 1203.10, plus Rules of the Court 414, 416, 419, 421, and 423.

The Adult Probation Department continues to cooperate with the Mayor's Task Force on Jail Overcrowding. In December 1985 the Adult Probation Department undertook accelerated probation reports. These reports were prepared in matters where the proposed disposition was commitment to the California Department of Corrections and the defendant was in custody. The investigations and reports were completed in 21 days rather than the usual 28 days, resulting in a savings of 7 custody days for each such case. The accelerated reports commenced in December 1985, and since that time 930 accelerated presentence reports have been prepared, with 6,510 custody days being saved. This has had a significant impact in relieving jail overcrowding and resulted in a theoretical savings of \$312,480 to the County (930 accelerated cases x 7 custody days each defendant x \$48 jail cost per day) in custody costs.

Program Output

	<u>FY 86-87</u>	<u>FY 85-86</u>	<u>Net Change</u>
1. Total Presentence and Preplea Investigations, Superior Court	2,979	2,885	+94 (3.3%)
2. Total Presentence and Preplea Investigations, Municipal Court	134	149	-15 (10%)
3. Supplemental Reports (including CRC, Atascadero, 1203.3, and bench warrant returns)	122	130	- 8 (6.2%)
4. Diversion Reports	254	228	+26 (11.4%)

	<u>FY 86-87</u>	<u>FY 85-86</u>	<u>Net Change</u>
5. Postsentence Reports (1203c P.C.)	120	25	+95 (380%)
6. Court Services			
A. Courtesy Investigations/ Closed Case Research	72	45	+27 (60%)
B. Dismissals/Expungements (1203c P.C.)	1	21	-20 (95%)
C. Cases processed per 1203.9 P.C.	52	51	+ 1 (2%)

INVESTIGATION
PRESENTENCE & POSTSENTENCE

PENAL CODE SECTIONS

32	9	246	7	470	10
148	15	261.2	33	475A	53
187 1°	12	220/261.2	6	476A	9
187 2°	17	273A.1	9	484	20
664/187	14	273A.2	8	487 (All deg.)	220
192 (All subsect.)	42	273 d	10	664/487	8
207	6	273.5	40	496.1	107
211 (All deg.)	218	286c	10	664/496.1	13
664/211	43	288(a)	32	594*	12
212.5	79	288a	29	602*	6
664/212.5	12	288a(c)	24	666*	51
213.5	27	289	13	4532	6
236	20	337a	17	4573.6	7
240*	10	417*	8	12020	20
242*	57	451	12	12021	65
243c	7	459 1	140	12025*	21
243d	17	459 2	322	12031*	25
245a.1	330	664/359	31	Misc.	97
245a.2	38	466	15	TOTAL P.C. CHGS.	<u>2,489</u>

INVESTIGATIONS
PRESENTENCE & POSTSENTENCE

MISCELLANEOUS CODES

<u>Vehicle Code</u>		<u>Health & Safety Code</u>	
10851	81	11350	582
664/10851	7	11351	213
20001	13	11351.5	18
23152a	42	11352	248
23152b	21	11355	8
23153a	23	11357	15
23153b	8	11359	88
Misc. Sect.	44	11360	80
Total V.C.	<u>239</u>	11366	14
		11377	133
		11378	60
		11378.5	13
		11379	70
		11379.5	24
		Misc. Sect.	<u>12</u>
		TOTAL H & S	1,578

<u>Welfare & Institutions</u>	
10980	15
11483	28
396.5 P.C. (Food Stamps)	23

Revenue & Taxation Code 3
 Corporation Code 23
 Business & Prof. Code (4149) 15

Total Charges Investigated	4,413
Total presentence/postsentence reports	3,099

DOMESTIC VIOLENCE OFFENSES
FISCAL YEAR 1986-87

148 P.C.	8	273.5 P.C.	64
236 P.C.	1	417(a) 1 P.C.	13
240 P.C.	3	417(a) 2 P.C.	3
242 P.C.	205	484 P.C.	1
245(a) 1 P.C.	28	490.5 P.C.	1
246 P.C.	1	594(b) 2 P.C.	11
273 a P.C.	10	602 j P.C.	1
273 d P.C.	5	647 f P.C.	3
273.2 P.C.	1	Total Offenses	<u>359</u>
		Total Reports	246

THE ALTERNATIVE SENTENCING PROGRAM

Program Description

Created in the late fall of 1983 by combining the staff and operations of two formerly separate and distinct units, the Alternative Sentencing Program comprises two programs: a misdemeanor pretrial diversion component, the Public Service Program, and post-conviction alternative sentencing program, Project 20.

Presently both program components are served by five staff: a program manager (Courts Alternative Specialist II), three line staff (Court Alternative Specialist I), and a clerk typist. All staff are crosstrained to handle any job assignment and the workload is shared.

Frequently visited by educators, correctional professionals and international guests, the program is recognized as a leader in its field, Community Service by offenders. A quarterly newsletter is prepared for dissemination to the courts, counsel, City and community placement agencies. The program also participates in CLASP, the California League of Alternative Service Programs. STC monies are made available for staff training.

Statistical Summary

	<u>FY 1986-87</u>	<u>FY 1985-86</u>	<u>Net Change</u>
Service hours completed	149,579	133,198	+12.3%
Financial restitution collected	\$ 11,483	\$ 10,906	+ 4.7%
Successful completion rate	63%	63%	0
Clients referred	4,999	3,936	+27.0%
Court reports filed	6,137	5,437	+13.8%
Current active caseload (as of last month of fiscal year)	1,401	1,136	+23.3%

Component Descriptions

THE PUBLIC SERVICE PROGRAM

The Department's Public Service Program places selected misdemeanor offenders at worksites largely with the City and County of San Francisco. Commencing operation in February 1982, during its first five months, nearly 9000 hours of public service work were ordered performed at its major sites: the Recreation and Parks Department and the Police Department.

Clients are routinely evaluated for program suitability. Incident reports and criminal record histories are examined on this issue. In addition to a standard minimum 30 hours work requirement, clients may be asked to pay financial restitution to the victims of crime and may be asked to participate in appropriate drug, alcohol and/or mental health counseling.

In recent years a high percentage of clients referred to this program component have required screening and placement in counseling on the above matters. When either counseling or the payment of financial restitution are in order, program staff monitor compliance with these conditions of diversion. The benefit to the defendant of complying with all program requirements is dismissal of the underlying criminal charges, without prejudice to him or her in the future. The program operates within the confines of California Code Section 1001 et seq.

Today major worksites are with the Recreation and Parks Department: Crocker-Amazon Playground and McLaren Park. A smaller group of clients, particularly the elderly, disabled, ill or pregnant, are referred to other agencies for service work as appropriate.

Routine duties at the parks include a range of gardening activities, including general cleanup, weeding, and edging walks, staking trees, fertilizing, cleaning and hauling debris, sifting playground sand of glass, mopping gyms and playrooms.

Park worksites are made available three days a week, each and every week, excluding holidays and holiday weekends. Supervision is provided by professional Recreation and Parks staff.

In addition to the above duties, program staff are available to provide out-of-county and out-of-state placements at public worksites for other selected offenders.

Developing as an adjunct of an earlier request by the Office of the Mayor for the Department to participate in its Clean City campaign, the program component continues to serve as a response to concerns that offenders substantially, visibly and tangibly compensate the community. These service hours help make San Francisco a safer, happier and healthier place in which to live.

PROJECT 20

Project 20 is a post-conviction community service sentencing alternative for adult offenders in San Francisco. Begun more than a decade ago, persons may be referred to the program in a number of manners: through the traffic courts as an alternative to the payment of fines (the commutation rate being set by the court) or as a condition of court or departmental probation. In this manner clients contribute their time, energy, and talent in community

service to a bank of more than 150 local taxpayer sponsored and non-profit organizations. Program staff interview, screen and place all clients, monitor satisfaction of service hours and report back to court as necessary. Similarly, staff constantly review, develop and maintain the bank of placement agencies necessary to sustain a viable ongoing community service program. The range of service work available in San Francisco is enormous: all sections of the city and all ethnic groups are reached; typical agencies include senior centers, hospices, libraries, neighborhood houses, life-line services, referral, support and treatment facilities, parks and fairs. The range of work available embraces the spectrum of unskilled to professional service.

The program also serves selected federal probationers and San Francisco residents referred from other counties. In the past Project 20 has received national acclaim for its pioneering work in community service as a sentencing alternative.

The roster of typical agencies includes the following:

AIDS Foundation	Pleasure Endeavors
Arriba Funtos	Potrero Hill Neighborhood House
Asian Art Museum	Refugee Women's Program
Bayview-Hunter's Pt. Sr. Center	Richmond District YMCA
Calif. Academy of Sciences	Salvation Army
Calif. Lawyers for the Arts	S.F. Community Recyclers
Canon Kip Community Center	S.F. General Hospital
Cross-Cultural Family Center	S.F. National Cemetery
Episcopal Sanctuary	St. Anthony's Dining Room
Galeria de la Raza	St. John's Tutoring Center
Goodwill Industries	The Tenderloin Times
Independent Housing Services	Thirtieth Street Center
Magic Theatre	Visitation Valley Community Center
Mission Adult Center	Western Addition YWCA
Open Hand Project	Women, Inc.

Program Objectives

The fiscal year 1986/87 Management by Objective Goals were exceeded in two instances. Service hours performed totaled 149,579, significantly exceeding the 60,000-hour goal; the 63% successful completion rate exceeded the 55% goal.

In the third category \$11,483 was collected for restitution, substantially meeting the \$12,000 goal. Since collections are a function of the typed cases referred by the courts, it is not a program component within the program's control.

TRAINING PROGRAM

Training for the San Francisco Adult Probation Department is mandated through the Standard Training for Corrections, a State funded program. Funds are monitored by the Mayor's Criminal Justice Council.

During the probation officer's initial year of employment that individual is required to complete a 200 hour certified basic course. Thereafter, the officer is required to complete 40 hours of certified training annually.

New supervisors are required to complete an 80-hour basic course during the first year, with 40 hours required each succeeding year.

A Senior Probation Officer has been designated as Training Coordinator and is responsible for insuring compliance with the STC training requirements. During fiscal year 1986-87, the State allocated \$47,300 to APD for training, with \$44,951 actually being expended. Of the 92 persons in APD eligible for training, all completed their training requirements or were excused for medical reasons. A total of 4,291 training hours were completed.

In every year since inception the Adult Probation Department has successfully completed the STC training requirements.

Community Services Division

COMMUNITY SERVICES DIVISION

Program Description

The Community Services Division enforces court orders and provides supervision to persons granted probation by the Superior and Municipal courts. The level of supervision is established by the National Institute of Corrections Classification System, which helps determine the frequency with which the probationer must report or be seen by the probation officer. The classification system takes into account community protection as well as the probationer's need for services.

This Division is also responsible for the supervision of the individuals granted Narcotic/Drug Abuse Diversion (1000 P.C.), Domestic Violence Diversion (1000.6 P.C.), and Mentally Retarded Diversion (1001.20 P.C.). Probation officers are responsible for supervising divertees' participation in and completion of either an educational or treatment program.

Program Authority

General authority for probation is found in Section 1203 of the Penal Code. In addition, Penal Code Section 1202.8 reads as follows: "Persons placed on probation by a court shall be under the supervision of the county probation officer, who shall determine the level of supervision."

The specific functions of the Community Services Division, commonly known as probation supervision, are mandated by Sections 1203.1, 1203.2, 1203.10, and 1203.12 of the Penal code. Those sections describe the authority of the court to grant supervised probation and the purposes for it (1203.1), the probation officer's powers of arrest (1203.2), the probation officer's responsibility for keeping complete case records (1203.10), and the officer's duty to advise defendants of the conditions of probation and to report to the court violations of the terms and conditions of probation (1203.12).

Program Structure

The Community Services Division consists of six service units, each of which is assigned a unit supervisor and either eight or nine probation officers. All six units supervise individuals granted probation in the Municipal and Superior Courts of San Francisco.

Three of the Division's units consist primarily of officers with general supervision caseloads, meaning caseloads containing a random mixture of felony and misdemeanor offenders. The average general supervision caseload stood at 195 probationers at the end of fiscal year 1986-87.

A fourth supervision unit, with caseloads comparable in size to those of the general supervision units and receiving the same intake as them, is structured as a Community Resources Management Team (CRMT). The eight officers in CRMT have caseload specializations such as mental health, substance abuse, and collections, and they use a teamwork approach for case management and the referral of probationers to community resources.

A fifth unit, known as Intensive Services, operates under a state subsidy (AB 90) and provides close supervision of certain high risk offenders in caseloads of 50 probationers or less. Its program is described in detail later in this report.

A sixth unit is composed of officers with specialized assignments, including Drug Diversion, the Drinking Driver Program and the two administrative caseloads. At the end of the fiscal year there were 535 cases in the administrative caseloads, which consist of welfare fraud offenders and a variety of other probationers deemed appropriate for a lower level of supervision.

Attached to one of the general supervision units are the Domestic Violence Diversion and the Child Sexual Abuse caseloads. These, along with Drug Diversion and the Drinking Driver Program, are described later in this report.

Program Staff (including State funded Intensive Services Unit)

Senior Supervising Probation Officer (8435)	1
Supervising Probation Officers (8434)	6
Senior Probation Officers (8442)	17
Probation Officers (8440)	34
Clerk Typists (1424)	2
Legal Process Clerk (8106)	1
	<u>61</u>

Program Objectives

The objectives of the Community Services Division are:

1. To protect citizens and property from the commission of new criminal acts by persons granted probation, and to work cooperatively with other agencies toward that end;
2. To ensure compliance with court orders by those persons granted probation and to return to court probationers who appear to be in violation;
3. To counsel and otherwise assist probationers to utilize treatment, employment, training, education and other community resources; and

4. To supervise the payments by probationers of restitution to victims, fines, attorney fee recoupment, probation costs, and other financial obligations.

The Department operates under Program/Performance Budgeting and Management by Objectives Program Formation. The Management by Objectives goals for fiscal year 86-87 were:

1. To maintain a yearly increase of 15% in General Fund revenue collection;
2. To maintain a recidivism rate of less than 30% for persons in the Drinking Driver Program; and
3. To ensure that 70% of all supervision cases (less DDP, Drug and Domestic Violence Diversion and Administrative Caseload cases) received are classified.

Program Results

Two Management by Objectives Goals were met and significantly exceeded, and one was not.

1. General Fund collections totalled \$493,037, 6.7% more than the \$459,917 collected in the previous fiscal year. The Department failed to increase collections by 15% because, as was the case in fiscal year 1985-86, no significant new sources of revenue were mandated by law or ordered by the courts and because of the limitations imposed by an outdated, understaffed manual collections system. In order to generate increased revenues, it is essential that the Department's collections process be automated.
2. The recidivism rate in the Drinking Driver Program was 2.6%.
3. During the fiscal year 96% of all new cases which qualified for classification were in fact classified.

<u>Program Output</u>	<u>1986-87</u>	<u>1985-86</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	8,959	8,897	+ .6%
Cases added	6,166	5,600	+ 10.1%
Total cases under supervision	15,125	14,497	+ 4.3%
Terminations/Expirations	5,954	5,538	+ 7.5%
Caseloads - end of fiscal year	9,171	8,959	+ 2.4%
Average general supervision caseload*	195	180	+ 8.3%
Court reports	9,995	8,270	+ 20.8%

*Excluding special programs, administrative caseloads and Intensive Services Unit.

While the Department's total caseload size increased less than 3% during the year, the steady increase in recent years in court reports continued in fiscal year 1986-87. Reports have increased 40% as compared with two years ago, and 108% as compared with five years ago.

At the end of the Community Services section of this report the reader will find tables detailing the Division's court report activity during the fiscal year.

Special Programs

1) INTENSIVE SERVICES UNIT

Program Description

On December 10, 1978 the Intensive Service Unit became operational through a state funded subvention program enacted by the legislature (AB 90). The unit presently supervises, in caseloads of 50 probationers or less, individuals who fall within one or more of the below listed categories:

1. Probationers who have been prosecuted as career criminals;
2. Probationers requiring maximum supervision as determined by the risk assessment of the NIC Classification System;
3. Probationers with significant psychological problems which cause them to represent a threat to the community;
4. Probationers required to submit to urinalysis testing due to an established substance abuse problem; and
5. Probationers who are affiliated with, or members of, street and prison gangs.

Probationers are either selected by the courts or through screening by the unit supervisor. For each assigned case the probation officer develops a case assessment plan, which includes the nature of the probationer's problem(s), short and long-term goals, the need of support services, and financial planning. As needed, but not less frequently than every six months, the probation officer reviews the case assessment plan to determine the need to modify or delete factors considered in the original Case Assessment Plan. There are frequent face-to-face contacts by officers with probationers, both in the office and the community.

Progress is closely monitored through unit staffing. A consulting psychologist is available on an hourly, as needed basis, and is funded through AB 90 monies.

Program Staff

The Intensive Services Unit is staffed by a supervising probation officer, two senior probation officers, six deputy probation officers and three clerk typists. The senior and deputy probation officers are assigned to four teams, with specializations in substance abuse, mental health, career criminals, violence/weapons, and street/prison gangs. A probation officer with a special gang caseload funded by another state grant (See Gang Violence Suppression Program below) is also attached to the ISU. The Program output totals for ISU include the GVS caseload.

Program Output

	<u>1986-87</u>	<u>1985-86</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	341	332	+ 3%
Cases added	266	243	+ 9%
Total cases under supervision	607	575	+ 5%
Terminations/Expirations	223	234	- 5%
Caseload - end of fiscal year	384	341	+ 13%

2) GANG VIOLENCE SUPPRESSION PROGRAM

Program Description

In July, 1986 the California Office of Criminal Justice Planning (OCJP) approved the Adult Probation Department's application for funds to create a special gang caseload under the Gang Violence Suppression Program. The project is officially known as the "Gang Caseload Component of the Intensive Services Unit." The purpose of the project is to reduce gang violence by the intensive surveillance and supervision of certain adult criminal gang members in San Francisco.

This OCJP grant provides funds for one probation officer position. The officer intensively supervises a caseload of under 50 probationers, most of whom are Hispanic gang members. The GVS Program funded officer works closely with another officer in the ISU who also has a caseload of gang offenders. Both officers have protective vests and two-way radios, and often go as partners on field visits to dangerous neighborhoods. Both gang officers maintain close liaison with the San Francisco Police Department and District Attorney's office, and with the Bay Area Gang Task Force, which consists of representatives of various Bay Area law enforcement agencies. They also work closely with various rehabilitative agencies.

Program Staff

One probation officer (8440) is assigned to this program.

Program Output

During fiscal year 1986-87 a total of 45 defendants were supervised in this caseload, of whom 43 were Hispanic.

3) DRUG DIVERSION

Program Description

Drug Diversion was originally authorized in 1972 Chapter Law and operates pursuant to Penal Code Section 1000. It provides treatment as an alternative to prosecution for certain alleged drug offenders. Cases determined eligible by the Office of the District Attorney are referred to the Adult Probation Department for a suitability investigation and report which includes referral to an appropriate community based drug treatment for education program. If diversion is granted by the court, there is ongoing contact between the Drug Diversion officer and the community program to assess the diverttee's progress in the program.

Section 1000.10 P.C. states that, "Upon successful completion of diversion program the arrest upon which the diversion was based shall be deemed to have never occurred." However, if it appears that the diverttee is performing unsatisfactorily or that the diverttee is not benefiting from diversion, the criminal case may be referred back to court for resumption of the criminal proceedings.

Program Staff

A senior probation officer and a probation officer are assigned to the Drug Diversion Program.

Program Output

	<u>1986-87</u>	<u>1985-86</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	590	457	+29%
Diversion granted	1,103	850	+30%
Total cases under supervision	1,693	1,307	+29%
Diversion completed/terminated	971	717	+35%
Diversion caseload - end of fiscal year	722	590	+22%

Court reports prepared:

Suitability reports	1,705	1,368	
Progress reports	<u>1,502</u>	<u>1,159</u>	
Total	3,207	2,527	+27%

In the past three years the Drug Diversion caseload has increased by 107%. Therefore a third officer has been assigned to the program.

4) DOMESTIC VIOLENCE DIVERSION

Program Description

The Domestic Violence Diversion Program became operative in January 1980 as a result of 1979 law (1000.6 P.C.). It provides an alternative to prosecution for certain persons charged with acts of violence or attempted violence against household members. After a preliminary determination of eligibility by the Office of the District Attorney, the individual is referred to the Adult Probation Department for investigation and a report to the court as to the person's suitability for diversion. If diversion is granted, a probation officer monitors the divertee's diversion program, which may include counseling.

Penal Code Section 1000.10 deems that, upon successful completion of a diversion program, the arrest upon which the diversion was based shall be deemed to have never occurred. However, according to Penal Code Section 1000.9, criminal proceedings may be reinstituted if the divertee is not participating satisfactorily or not benefiting from the program.

This program continued to grow in fiscal year 1986-87, with the caseload increasing by 43% and the volume of reports by 39%.

Program Staff

Three probation officers in the Investigation Division, in addition to other duties, prepare the suitability reports for Domestic Violence Diversion cases. One probation officer in Community Services supervises those persons placed on diversion.

Program Output

	<u>1986-87</u>	<u>1985-86</u>	<u>Net Change</u>
Diversion caseload - beginning of fiscal year	96	30	+312%
Diversion granted	137	151	+ 24%
Total cases under supervision	283	181	+ 56%
Diversion completed/terminated	146	85	+ 72%
Diversion caseload - end of fiscal	137	96	+ 43%
Court reports prepared:			
Suitability reports (Inv. Div.)	254	228	
Progress reports	278	154	
Total	<u>532</u>	<u>382</u>	+ 39%

5) CHILD SEXUAL ABUSE CASELOAD

Program Description

Beginning in 1981, a probation officer in the CRMT unit with a caseload of mental health offenders began working closely with treatment agencies and therapists in the community regarding probationers in the caseload who had been convicted of child sexual abuse.

This close coordination with treatment providers in monitoring the progress of child sexual abuse offenders proved so useful that in March 1984 a caseload devoted solely to child sexual abuse offenders was formed and assigned to a general supervision unit.

The officer assigned to this caseload supervises persons convicted of committing sexual acts upon or sexually exploiting any person under the age of 13. Many of the cases involve incest. The probation officer closely monitors the behavior of the probationers, provides timely response to the complaints and requests of victims and their families, and ensures coordinated case management by attending regular staffing sessions with the treatment providers to discuss probationer's progress.

Program Staff

One probation officer handles this assignment. For eight months of the fiscal year, this officer was also responsible for the Domestic Violence Diversion caseload.

Program Output

	<u>1986-87</u>	<u>1985-86</u>	<u>Net Change</u>
Caseload - beginning of fiscal year	85	100	- 15%
Cases added	56	23	+ 143%
Total cases under supervision	141	123	+ 15%
Terminations/expirations	44	38	+ 16%
Caseload - end of fiscal year	97	85	+ 14%

6) DRINKING DRIVER PROGRAM (DDP)

Program Description

The Drinking Driver Program is responsible for determining the eligibility and motivation of individuals who are placed in the program by the court. Those eligible are persons convicted more than once of driving under the influence of alcohol, provided that they have not participated in DDP during the past four years. Individuals deemed ineligible by law or not desirous of program participation are referred back to court, where probation is modified to delete the Drinking Driver condition and impose previously stayed portions of the sentence, including the driver's license suspension.

The primary role of the probation officers supervising these cases is to monitor the individual's participation in the treatment program and to supervise the progress on probation. The treatment component of the program is approved by the San Francisco Bureau of Alcoholism and provided by Counseling Services for Drinking Drivers. Persons who are rearrested for drunk driving or other related offenses, or are not in compliance with the program rules, are returned to court for modification or revocation of probation.

The probation officers are also responsible for the collection of fines and/or restitution imposed as conditions of probation.

Program Staff

The Drinking Driver Program is supervised by a senior probation officer and a probation officer.

Program Output

	<u>1986-87</u>	<u>1985-86</u>	<u>Net Change</u>
DDP caseload - beginning of fiscal year	849	797	+ 6%
Cases added	431	405	+ 6%
Total cases under supervision	1,280	1,202	+ 6%
Expirations/terminations	436	353	+ 23%
DDP caseload - end of fiscal year	844	849	- .5%
Court reports prepared:			
Progress reports	61	33	
Motions to modify probation	275	224	
Motions to revoke probation	14	115	
Supplemental reports	18	10	
Total	368	382	- 4%

COURT REPORT ACTIVITY BY COURT

	<u>Superior Court</u>		<u>Municipal Court</u>	
	<u>1986/87</u>	<u>1985/86</u>	<u>1986/87</u>	<u>1985-86</u>
July	340	240	579	334
August	312	239	513	389
September	282	237	482	402
October	330	282	514	474
November	254	245	526	447
December	265	212	560	446
January	304	224	485	496
February	256	254	532	453
March	329	300	579	445
April	303	282	611	528
May	267	251	524	519
June	294	231	554	340
Total	<u>3,536</u>	<u>2,997</u>	<u>6,459</u>	<u>5,273</u>

Superior Court reports increased by 13% over the previous fiscal year, and the Municipal Court reports by 22%.

GRANTS OF PROBATION BY COURT

At the end of fiscal year 1986-87, there were 9,171 active cases in Adult Probation, of which 4,055, or 44%, were Superior Court cases, and 5,116, or 56%, were from Municipal Court.

Administration Division

ADMINISTRATION

This program is responsible for a wide range of support services indispensable to the legally mandated obligations of the Department to the courts for the Investigation and Community Services programs. It is the responsibility of the Senior Management Assistant to perform the duties of Personnel Budget Officer and supervise the activities described in the functions listed below:

Function: Personnel and Budget

Maintains position control for all authorized positions, filling vacant requisitions and processing new employments, resignations, terminations and transfers.

Prepares annual budget and supplemental budgetary requests. Reviews FIRM/FAMIS fiscal reports for adherence to targeted expenditure and revenue goals.

Service Objectives - To administer the staffing and fiscal resources of the Department.

Staff

Senior Management Assistant (1844) 2

Function: Records-Reception

Under the supervision of a Principal Clerk, this section staffs the reception area and telephone switchboard. They receive probationers referred from the courts and initiate the processing of individual probation cases for assignment to the Investigative and Community Services programs. They maintain all active and inactive files for the processing of presentence and supplemental probation reports. It is planned to automate this section as soon as hardware is obtained.

Service Objectives - To keep accurate, up-to-date records of cases active and inactive. To process and transmit to the Investigation and Community Services units all requests for presentence, supplemental and miscellaneous reports within one day of receipt from the respective courts. To maintain the system for destruction of records that removes from files all records as soon as legally allowable.

Staff

Principal Clerk (1408)	1
Telephone Operator (1706)	1
Clerk Typist (1424)	4
Clerk Stenographer (1444)	1
Senior Clerk Typist (1426)	1
	<u>8</u>

Function: Electronic Data Processing

This program provides the means to obtain data for presentence investigations, daily arrests, court dispositions and criminal records. Statistics as required by the State, or as used internally, are kept manually.

The use of EDP equipment in this Agency is limited to retrieval of information entered by other agencies. Transactions used include: case record printouts for presentence investigations, queries of court history information (including court calendars) criminal history and incident reports from San Francisco Police Department, out-of-county and federal telegrams, State CII and motor vehicle queries.

Service Objectives - to provide criminal record information to the Investigation and Community Service Units within two days of receipt of a case referral from the courts. To answer all requests for information promptly and to provide correct and timely statistics; to work toward an input system which will automate the central index, Cashier's Office, and management and statistical reports.

Staff

Clerk Typist (1424)	Total	3
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Function: Transcription/Word Processing Center

This centralized Department pool types and uses word processing to transcribe work from both the Investigation and Community Services Division of the Department. Transcription work processed here includes presentences, supplemental and progress reports, letters, memoranda, policy statements, budgets and forms. Most of this work is transcribed directly from dictated tapes into final form.

This section produced 8,066 documents during this fiscal year. The volume of work is dependent on the number of investigations ordered by the courts, the number of reports and motions generated by supervision officers, staff, and the documents produced by the administrative staff.

Service Objectives - To return completed presentence reports to officers four working days before the court date and to return all other reports to officers 2.5 working days before the court date. It is a long-range objective to be able to meet the Determinate Sentencing Law (DSL) deadline of having reports delivered nine days before court date.

Staff

Principal Clerk (1408)	1
Sr. Transcriber Typist (1432)	1
Transcriber Typist (1430)	3
	<u>TO</u>

AUTOMATION

During this fiscal year the Department secured funding to allow it to become part of the WANG VS 100 System administered by the Police Department. In addition to the disk drive, we were able to secure workstations and printers from the Public Defender and the Office of Citizen Complaints upon their moving to a new building.

With this equipment the Department is now able to implement word processing. This allows faster turnaround time for the ever increasing number of court reports the Department is required to do. Training will be provided to all the transcribers in order to insure an orderly transition from the typewriter to the word processor.

The Department was also funded for a personal computer to do small applications. We will look into a number of these applications and will utilize the services of ISD for training for both the PC and word processing.

As a member of the Court Management System, the Department participates on the policy committee which meets on a monthly basis. During this fiscal year the committee approved a requirements analysis which was conducted by Metasys Inc. The purpose of the study is to look at the current CMS system which is over 14 years old, and to explore ways to upgrade or replace the system with more modern technology. The results will be finalized and published in the next fiscal year.

The Department again presented a comprehensive master plan to the Electronic Information Processing and Steering Committee (EIPSC). The committee approved the master plan in its entirety. Due to the severe budget constraints the Mayor's Office deleted all but one personal computer from the budget.

Due to the severe fiscal limitations in the City and County, the Department is looking into alternative ways to implement a case management and revenue collection system. Caseloads, reports, as well as revenue collections, have risen dramatically without a correspondent rise in either labor or capital. During the coming fiscal year we will explore the possible options in order to automate both active cases and revenue collections.

Function: Fiscal/Budget

Prepares annual budget and supplementary budget requests. Develops goals and prepares Management by Objective (MBO) reports. Performs budget analysis, monitoring both revenues and expenditures monthly. Reviews accounting documents. Prepares written budget analysis reports. Monitors and approves purchase requests. Negotiates contracts with vendors.

Service Objective: To administer the fiscal resources of the Department.

Staff: Senior Management Assistant (1844) 1

Function: Accounting and Payroll

This unit is responsible for preparing and maintaining all necessary expenditures and budgetary control accounts. It also prepares, submits and audits the Department's payroll.

Service Objectives - To promptly submit all expenditure requests (payroll and operating costs) and to reconcile control records with FAMIS. To provide projections for budget preparation.

Staff

Accountant (1650)	1
Account Clerk (1630)	.5
Total	<u>1.5</u>

Function: Cashier's Office

The Cashier's Office is responsible for collection of all restitution to victims, fines and penalty assessments against probationers and for proper distribution of the funds so collected. In 1986-87, a total of \$1,489,574.09 passed through this office. These funds are processed through 22 different accounts to the City's General Fund, the State of California and to victims of crime. A breakdown of this disbursement and a comparison of the last three years are provided on page 32. .

Service Objectives - To effectively and efficiently collect and disburse all judicially ordered payments.

Staff

Cashier II (4321)	1
Account Clerk (1630)	1.5
Total	<u>2.5</u>

Function: Purchasing-Inventory

Under the supervision of the Senior Management Assistant, this unit purchases and inventories all supplies, orders all forms and arranges for their revision when necessary; maintains and supervises the car fleet; and maintains the messenger service.

Service Objectives - To keep a current supply of forms and other operating necessities available. To provide accurate and timely distribution of all inter-office mail.

Staff

Clerk Typist (1424) 1

Function: Closed Files

This unit is responsible for maintaining closed case files, retrieving them when necessary, and filing away all closed cases. Staff also prepares a monthly statistical report for the State Bureau of Criminal Statistics. During Fiscal Year 1986/87 11,000 case files which had been closed for a specified period of time were purged and the file room was completely reorganized resulting in a much more efficient system and files that are immediately accessible.

Staff

Clerk (1404) 1

COLLECTION STATISTICS

FISCAL YEAR 1986-87

	<u>1986-87</u>	<u>1985-86</u>	<u>1984-85</u>
<u>Revenues to General Fund</u>			
General Fund Fines			
Municipal	\$ 278,372.24	\$ 289,750.51	\$ 279,506.88
Superior	53,727.17	24,601.50	35,434.40
Total	<u>332,099.41</u>	<u>314,352.01</u>	<u>314,941.28</u>
Administrative Fee, 1203.1 PC	11,284.52	13,883.55	5,789.55
Probation Costs			
Municipal	18,300.80	4,265.16	4,778.50
Superior	77,306.02	88,427.95	90,761.78
Total	<u>95,606.82</u>	<u>92,693.11</u>	<u>95,540.28</u>
Diversion Fees	24,794.00	25,367.00	26,091.00
Installment Fees	16,048.00	9,551.07	5,243.00
Attorney Fee Recoupment	5,869.00	3,187.00	4,591.50
Charge for Bad Checks	470.28	260.00	190.00
Crime Lab Fund	6,915.00	2,865.00	1,220.00
Sub-total Revenues	<u>493,087.07</u>	<u>462,158.67</u>	<u>453,606.61</u>
<u>Other Collections</u>			
Restitution			
Direct to Victims	594,946.85	780,477.35	468,737.62
Direct to D.S.S.	9,462.04	12,370.71	8,586.10
Total	<u>604,408.89</u>	<u>792,848.06</u>	<u>477,323.72</u>
Penalty Assessments			
Vehicle Code	189,381.83	135,553.95	105,868.50
Peace Officers	16,050.33	15,308.15	9,875.60
Health & Safety	4,400.00	1,134.60	3,525.00
Total	<u>209,832.16</u>	<u>151,996.70</u>	<u>119,269.10</u>
Victims of Violent Crimes	13,449.00	6,350.00	4,820.10
Indemnity Fund, 1463.18	16,702.50	15,864.31	18,721.50
Laboratory Fund, 1463.14	36,221.51	30,206.15	26,947.30
Alcohol Rehab. Prog. 1463.16	35,119.74	28,211.85	25,804.67
Restitution Fund	10,654.75	8,617.20	9,868.60
Restitution Fine	43,411.85	13,972.01	8,817.33
Suspense	26,686.62	82,555.10	17,718.64
Sub-total Collections	<u>996,487.02</u>	<u>1,130,621.38</u>	<u>709,290.34</u>
TOTAL COLLECTIONS	<u>\$1,489,574.09</u>	<u>\$1,592,780.12</u>	<u>\$1,162,897.67</u>

STATEMENT OF EXPENDITURES

FISCAL YEAR 1986-87

	<u>BUDGETED</u>	<u>EXPENDED & ENCUMBERED</u>	<u>BALANCE TO GENERAL FUND</u>
Permanent Salaries	\$3,608,294	\$3,587,979	\$20,315
Mandatory Fringe Benefits	1,022,758	1,003,724	19,034
Professional Service Contracts	50,000	50,000	0
Other Contractual Services	25,098	22,498	2,600
Use of Employee Cars	803	721	82
Travel	3,000	2,764	236
Other Services	12,000	14,241	2,241 -
Telephone	36,000	30,256	5,744
Materials & Supplies	19,000	23,303	4,308 -
Membership Dues	450	479	29 -
Central Shops - Fuel	1,760	1,291	469 -
Central Shops - Repair	5,000	3,505	1,495
Civil Service	976	316	160
Police - EDP	76,683	76,683	0
Reproduction	6,000	6,835	835 -
Building Repair	3,000	1,314	1,686
Data Processing Training	10,000	3,338	6,662
Data Processing Equip. Maint.	6,330	3,168	3,162
Data Processing Equipment	<u>40,208</u>	<u>40,494</u>	<u>286 -</u>
	<u>\$4,927,360</u>	<u>\$4,873,414</u>	<u>\$53,946</u>

